

  
**भारत का राजपत्र**  
**The Gazette of India**

प्रसाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उपखण्ड (ii)

PART II—Section 3—Sub-section (ii)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं० 127]

नई दिल्ली, शुक्रवार, मार्च 10, 1967/फाल्गुन 19, 1888

No. 127]

NEW DELHI, FRIDAY, MARCH 10, 1967/PHALGUNA 19, 1888

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके ।

Separate paging is given to this Part in order that it may be filed as a separate compilation.

CENTRAL BOARD OF DIRECT TAXES

NOTIFICATION

INCOME-TAX

*New Delhi, the 10th March 1967*

**S.O. 846.**—In exercise of the powers conferred by section 295 of the Income-tax Act, 1961 (43 of 1961), the Central Board of Direct Taxes hereby makes the following rules further to amend the Income-tax Rules, 1962, namely:—

1. (1) These rules may be called the Income-tax (Second Amendment) Rules, 1967.

(2) They shall come into force on the 1st day of April, 1967.

2. For rule 12 of the Income-tax Rules, 1962 (hereinafter referred to as the principal rules), the following rule shall be substituted, namely:—

“12. *Return of income.*—(1) The return of income required to be furnished under sub-section (1) or sub-section (2) or sub-section (3) of section 139 shall,—

(a) in the case of a company, be in Form No. 1 and be verified in the manner indicated therein;

(b) in the case of a person not being a company, be in Form No. 2 and be verified in the manner indicated therein:

Provided that in the case of a person, not being a company or a co-operative society or a local authority, whose total income (as computed

by such person) does not exceed fifteen thousand rupees, the return of income may be furnished in Form No. 3 and shall be verified in the manner indicated therein.

(2) Notwithstanding anything contained in sub-rule (1),—

(a) where a return of income relates to the assessment year commencing on the 1st day of April, 1961, or any earlier assessment year, it shall be furnished in the appropriate form prescribed in rule 19 of the Indian Income-tax Rules, 1922, and shall be verified in the manner indicated therein;

(b) where a return of income relates to the assessment year commencing on the 1st day of April, 1962, or the 1st day of April, 1963, or the 1st day of April, 1964, it shall be furnished in the appropriate form in force immediately before the 1st day of April, 1967, and shall be verified in the manner indicated therein."

3. In Appendix II to the principal rules, for Form Nos. 1, 2 and 3, the following Forms shall be substituted, namely:—

"[For Companies only]

### INCOME-TAX ACT, 1961

FORM No. 1

[See rule 12(1) (a)]

National Emblem)

G.I.R. No. \_\_\_\_\_  
(To be filled in by the Income-tax Office).

#### Return of Income

**Important:** All applicable entries and annexures must be filled in. If the space is not sufficient, please attach separate statements, serially numbered, and specify in Part VIII the number of sheets in each statement.

Assessment year 19.....19.....  
Previous year(s)—ending" \_\_\_\_\_  
(See Note 1) 4 4 4 \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
State whether resident or non-resident \_\_\_\_\_

#### PART I—Statement of Total Income

[See Note 2]

Head of Income	Amount of income or loss [If none, write 'NONE'] (Loss to be shown in red ink)	
	Indian income [See Note 3]	Foreign income [See Note 4]
1	2	
1. Interest on securities [Annexure B]	(a) Government securities Rs.	(b) Others Rs.
2. Income from House Property	[Annexure C]	
3. Profits and gains of business or profession.	(a) Own business or profession [Annexure D] : (i) Speculation business (Sec. 28, Expl. 2) (ii) Other business or profession. (b) Share in the profits of a registered firm [See Note 5] : (i) Speculation business (Sec. 28, Expl. 2) (ii) Other business or profession.	

	1	2
	(c) Share in the profits of an un-registered firm or association of persons or body of individuals [See Note 5].	Rs.
	(i) Speculation business (Sec. 28, Expl. 2).	Rs.
	(ii) Other business or profession.	
4. Capital Gains [Annexure E]	(a) relating to short-term capital assets	
	(b) relating to other assets:	
	(i) lands or buildings or any rights therein.	
	(ii) Others	
5. Income from other sources.	(a) Dividends [Annexure F.]	
	(b) Interest other than interest on securities.	
	(c) Other items (Give details)	
Aggregate of items 1 to 5		
TOTAL INCOME (as computed in Annexure G)		

- NOTES : 1. If there are different previous years for different sources of income, the source or sources should be indicated against each previous year.
2. If the income of any other person is includible in the total income under the provisions of sections 60, 61, 62 and 63 of the Income-tax Act, 1961, such income should also be shown in this Return under the appropriate heads.
3. 'Indian Income' means income which accrued or arose or was received in India or is deemed to have accrued or arisen or been received in India in the previous year.
4. 'Foreign Income' means all income which accrued or arose outside India but is not deemed to have accrued or arisen and is not also received or deemed to have been received in India in the previous year. (This column should not be filled in by a non-resident company).
5. Share in the income of the firm under the head "Profits and Gains of business or profession" should alone be shown in this item. Where the firm has income under any other head or heads of income, the share of the assessee in such income should be shown against the appropriate items.

**PART II—Statement of sums not included in Part I and which the assessee claims to be not taxable for any reason**

Particulars	Amount Rs.	Reasons for its being claimed as not taxable
1.		
2.		
3.		
4.		
5.		
<b>TOTAL OF PART II</b>		

**PART III—Statement of sums included in total income in respect of which income-tax is not payable or which qualify for rebate or deduction of income-tax.**

Particulars	Amount Rs.
1. Interest on tax-free securities [Section 86A]	
2. Proportionate part of the tax payable by a registered firm [Sec. 86 (iv)]	
3. Share in the income of an unregistered firm or an association of persons or a body of individuals, where tax has been paid or is payable by such firm, association or body. [Section 86(iii)(v)]	
4. Profits from new industrial undertakings or hotels [Sec. 84]	
5. Dividends from new industrial undertakings or hotels [Sec. 85]	
6. Dividends from domestic companies (other than dividends shown against item 5 above), eligible for deduction of tax under section 85A—	
(a) received by a company which is not a domestic company from a closely held Indian company, mainly engaged in any specified priority industry	
(b) other dividends	
7. Dividends from certain foreign companies [Sec. 85B]	
8. Royalties etc. from certain foreign companies [Sec. 85C]	
9. Donations for charitable purposes etc. and for renovation or repair of a temple etc. [Sec. 88]	
10. Dividends attributable to agricultural income of the company paying the dividends [Section 235]	
11. Other items, if any (Give details)	
<b>TOTAL OF PART III</b>	

**PART IV—Statement of tax deducted at source and of advance tax paid**

Tax deducted at source (Tax deduction certificates to be attached)		Advance tax paid	
Particular	Amount of tax Rs.	Date of payment	Amount Rs.
Interest on securities			
Other interest			
Dividends			
Any other income			
<b>TOTAL</b>		<b>TOTAL</b>	

**PART V—Statement of Particulars in Respect of the Company and its Subsidiary Company (ies)**

1. Address of the Registered Office of the company \_\_\_\_\_  
\_\_\_\_\_
2. Address of the principal place of business of the company in India. \_\_\_\_\_  
\_\_\_\_\_

3. Address(es) of Branch(es) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Name(s) and address(es) of subsidiary company(ies) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Where the company (or any person acting on behalf of the company) is a partner in a firm (or firms) or a member of an association (or associations) of persons or a body (or bodies) of individuals. \_\_\_\_\_  
\_\_\_\_\_

Name and address of the firm/association/body	Name of each partner/member, including the assessee, or any person acting on behalf of the assessee.	Address of each partner/member	Extent of share of each partner/member
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**PART VI—Statement of Particulars Relevant for Determining the rate of Tax Applicable etc.**

1. Is the company—

(i) an Indian company [Answer 'Yes' or 'No'] \_\_\_\_\_

(ii) a foreign company which has made the prescribed arrangements for the declaration and payment of dividends within India ? \_\_\_\_\_

[Answer 'Yes' or 'No'] \_\_\_\_\_

If the answer to either (i) or (ii) is 'Yes', then furnish further particulars as in items 2 to 4

2. Is the company one in which the public are substantially interested ? \_\_\_\_\_

[Answer 'Yes' or 'No'] \_\_\_\_\_

If the answer is 'Yes', please furnish the required information in \_\_\_\_\_

Annexure H

3. If the answer to item 2 is 'No', does the company claim to be—

(a) an 'industrial company', that is to say, a company mainly engaged in the business of generation or distribution of electricity or any other form of power, construction of ships, manufacture or processing of goods, or mining; [Answer 'Yes' or 'No'] \_\_\_\_\_

(b) covered by the provisions of section 104(4) or a notification issued under section 104(3) ? [Answer 'Yes' or 'No'] \_\_\_\_\_

If the answer is 'Yes', please state—

(i) value of capital assets, being machinery or plant (other than office appliances or road transport vehicles) as shown in the books on the last day of the previous year. \_\_\_\_\_

Ra. \_\_\_\_\_

(ii) class of company notified under section 104(3) \_\_\_\_\_

(c) a company in which 75% or more of its share capital was beneficially held throughout the previous year by charitable institution(s) or fund (s) which is/are exempt from income-tax in respect of its/their dividend income ? [Answer 'Yes' or 'No'] \_\_\_\_\_

4. Is the company a banking company/an investment company/a trading company/any other company ? (Please state which category) \_\_\_\_\_

## PART VII—Statement of Other Particulars

(Not to be filled in by a foreign company which has not made the prescribed arrangements for the declaration and payment of dividends within India.)

1. Amount of profits and gains attributable to the business of generation or distribution of electricity or any other form of power or of construction, manufacture or production of any one or more of the articles or things in the Fifth Schedule to the Income-tax Act, 1961 [Sec. 80 E]. Rs. \_\_\_\_\_
2. (a) Date of the annual general meeting before which the accounts of the previous year were laid \_\_\_\_\_
- (b) Amount of the dividend declared, if any, at the above general meeting Rs. \_\_\_\_\_
3. Amount of dividends other than dividends on preference shares, declared or distributed by the company during the previous year—
- (a) declared at the general meeting held on ..... Rs. \_\_\_\_\_  
(date)
- (b) distributed as interim dividend on ..... Rs. \_\_\_\_\_  
(date)
- (c) distributed as dividend within the meaning of section 2(22)(a), (b), (c) or (d) on ..... Rs. \_\_\_\_\_ Rs. \_\_\_\_\_  
(date)

## PART VIII—List of Annexures and Statements

[Please mark in the appropriate columns—

✓ for Annexures filled in ;

X for Annexures not filled in.]

ANNEXURE										Number of sheets in Statement No.			
B	C	D	E	F	G	H	J	I	2	3	4	5	6

## Verification

I, ....., son/daughter/wife of Shri. ....  
(Name in Block Letters)  
....., being the .....  
(Name of father/husband) (Designation)  
of .....  
(Name of assessee company)

solemnly declare that to the best of my knowledge and belief the information given in this Return and the Annexures and Statements accompanying it is correct and complete, that the amount of total income and other particulars shown are truly stated and relate to all the previous years relevant to the assessment year commencing on the 1st day of April, 19.....

I further solemnly declare that no other income accrued or arose to or was received by the company during the said previous years and that the company had, during the said previous years, no other source of income.

I further declare that the company was resident in India during the previous year(s) for which this Return is made/not resident in India during the previous year or any of the previous years for which this Return is made.

I further declare that, in my capacity as .....  
(Designation)

I am competent to make this Return and verify it on behalf of the company.

Date \_\_\_\_\_

Place \_\_\_\_\_

(Signature of the Principal Officer)

Seal of the company

**IMPORTANT :** Before signing the verification the signatory should satisfy himself that the return is correct and complete in every respect.

[Any person making a false statement in the Return will be liable to prosecution under section 277 of the Income-tax Act, 1961, and on conviction will be punishable with rigorous imprisonment which will not ordinarily be for less than six months and may extend to two years.]

## ANNEXURE B

## Interest on Securities

(See sections 18—21)

Name of assessee \_\_\_\_\_

Assessment year : 19....19....

Serial No.	Particulars of security held	Face value of the holding	Gross amount of interest due during the year		Amount of tax deducted <sup>source</sup> [See Note 1]
			On Govt. securities	On other securities	

1	2	3	4	5	6
---	---	---	---	---	---

	Rs.	Rs.	Rs.	Rs.
--	-----	-----	-----	-----

TOTAL

	On Govt. securities	On other securities
--	---------------------	---------------------

Gross amount of interest due during the year.

*Deduct* In the case of a company other than a Banking Company.

(a) Amount of expenses incurred for realising the interest \_\_\_\_\_  
[See Note 2]. Rs. \_\_\_\_\_

(b) Amount of any interest payable on moneys borrowed for the purpose of investment in the securities shown in column 2 [See Note 2] \_\_\_\_\_  
Rs. \_\_\_\_\_

OR

(a) Amount to be regarded as sum reasonably expended by the company for realising the interest [Section 20(1)(i)] [See Note 2] \_\_\_\_\_  
Rs. \_\_\_\_\_

	On Govt. Securities	On Other Securities
(b) Amount to be re- garded as interest payable by the com- pany on moneys bor- rowed for the pur- poses of investment in the securities shown in column 2. [Section 20(1)(ii)] [See Note 2]	_____	_____
	Rs. _____	

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Net Amount of Interest on Securities Carried to Part I of the Return

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Date  
Seal of the company

Signature of the Principal  
Officer

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**NOTES :—**

1. In the case of any security of the Central Government issued or declared to be income-tax free or any security of a State Government issued income-tax free the income-tax whereon is payable by the State Government, enter the words "Tax free" in column 6.
2. The expenses and interest at (a) and (b), respectively, should be shown separate in respect of interest on Government securities and interest on other securities; where separate figures are not available, an apportionment should be made.

# ANNEXURE C

## Income From House Property

Name of assessee \_\_\_\_\_

Assessment year: 19—19—

Sl. No.	Address of property (including Municipal or other number)	Person in whose name the property stands in the Municipal or other records	If the company is a part owner of the property state the extent of company's share and the names of the other part-owners and their shares	Where a part of the property is used by the company for the purposes of the business or profession, state the proportion of the remaining part to the whole of the property [See Note 1]	Annual Municipal valuation of the property [See Note 2]	Full annual rent payable by the tenant as increased by the amount, if any, of the owner's burden for taxes levied by a local authority borne by the tenant	Tenant's liabilities relating to taxes levied by a local authority but borne by the owner and claimed as a deduction [See Note 3]	Sum admissible in respect of newly constructed buildings, <i>vide</i> second proviso to sec. 23(1)	Net amount after deducting amounts shown in col. 8 and 9 from the amount shown in col. 6 or col. 7, as the case may be [See Note 5]
1	2	3	4	5	6	7	8	9	10
					Rs.	Rs.	Rs.	Rs.	Rs.

NOTES : 1. (a) Where the whole of the property is used for the purposes of the business or profession of the company, the property should *not* be listed in this Annexure.

(b) Where a part of the property is so used, the proportion of the remaining part to the whole of the property may be determined on the basis of the area used for the business or profession and the remaining area.

2. Where a part of the property is used for the purpose of the business or profession, the amount to be shown in col. 6 will be a proportion of the annual municipal valuation of the whole of the property according to the proportion of the remaining part to the whole shown in col. 5.

3. In the case of house property, the construction of which was completed on or after the 1st April, 1950, the claim is to be restricted to one half of the total amount of such taxes levied by the local authority.

4. In the case of a building (comprising one or more residential units) the erection of which is begun and completed after the 1st day of April, 1961, the annual value shall, for a period of three years from the date of completion of the building, be reduced by a sum equal to the aggregate of (i) in respect of any residential unit whose annual value does not exceed Rs. 600 the amount of such annual value; and (ii) in respect of any residential unit whose annual value exceeds Rs. 600, an amount of Rs. 600; so however that the income in respect of any residential unit is in no case a negative figure. Where a part of the property is used by the employees of the company for their residence free of rent, this deduction will *not* be admissible in respect of the part so used.

5. The higher of the figures given in columns 6 and 7 should be taken as the basis for determining the income from property.

Sl. No. (Repeat from page 1)	Net amount after deducting amounts shown in cols. 8 and 9 from the amount shown in cols. 6 or col. 7, as the case may be (Repeat from page 1)	Allowance for repairs [See Note 6]	Premium paid to insure the property against damage or destruction	Interest on mortgage or capital charge or any annual charge on the property or interest on capital borrowed for acquiring, constructing, repairing, renewing or reconstructing the property	Ground rent paid for the property	Land Revenue paid for the property	Collection charges paid (not to exceed 6% of the amount shown in col. 10)	Amount claimed on account of property remaining vacant (Give details)	Unrealised rent (Details to be given separately)	Total of columns 11 to 18	Net income/loss (col. 10 minus col. 19)	Amount of net income of assessee (where assessee is the sole beneficial owner, repeat the figure in col. 20; where assessee is part owner, state the fraction as per col. 4 of the figure in col. 20)
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I	10	11	12	13	14	15	16	17	18	19	20	21
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

Aggregate income/loss carried to Part I of the Return.

Date  
Seal of the Company

Signature of the  
Principal Officer

NOTES : (contd.) 6. The amount admissible on account of repairs is—(a) where the owner has undertaken to bear the cost of the repairs, a sum equal to one-sixth of the amount shown in col. 10, and (b) where the tenant has undertaken to bear the cost of repairs, the excess of the amount shown in col. 10 over the amount of rent payable, or one-sixth of the amount shown in col. 10, whichever is less.

## ANNEXURE D

*Particulars of Profits and Gains of Business or Profession*

## SECTION I

Name of assessee \_\_\_\_\_

Assessment year : 19—19—

If the accounts are kept on the mercantile system of accounting, a copy of the manufacturing account or trading account, the profit and loss account and balance sheet must be attached. If the accounts are kept on any other system, a description of the system should be given and a copy of any statement which corresponds to the profit and loss account and balance sheet in the mercantile accounting system must be attached.

A copy of the Auditor's Report under section 227 of the Companies Act, 1956 must also be attached.

	Speculation business	Other business or profession
1. Profit or loss as per profit and loss account (or statement corresponding to the profit and loss account) for the previous year ended	19.....	19.....
Profit (+) / Loss (—)	Rs.	Rs.
<i>Add (Deduct, if the above figure is a loss)—</i>		
2. Any taxable profit or gain not included in arriving at the above figure of profit.	_____	_____
3. Reserve for bad debts	_____	_____
4. Sums debited for creation of any reserve or for making any provision etc. which are not deductible in computing the profits under sections 28 to 44.	_____	_____
5. Interest credited to reserve or other funds	_____	_____
6. Expenditure of the nature of charity or presents :		
(a) donations qualifying for rebate under sec. 88	Rs.	
(b) others	Rs.	
7. Income-tax, surtax, penalty, etc.	_____	_____
8. Cost of additions to, or alterations, extensions or improvements to any of the assets of the business or profession	_____	_____
9. Other expenditure of the nature of capital expenditure	_____	_____
10. Losses sustained in former years and debited in arriving at the figure of profit (or loss) shown above.	_____	_____
11. Sums debited on account of depreciation of any of the assets of the business or profession, or development rebate in respect of any of the assets of the business	_____	_____
12. Sums debited on account of repairs and insurance of assets used only partly for the purposes of the business or profession (Give details)	_____	_____
13. Sums debited on account of expenditure on scientific research or sums paid to any scientific research association, university, college or other institution.	_____	_____
14. Interest or any other sum which is not deductible under the provisions of section 40(a) (Give details)	_____	_____
15. (a) Expenses and allowances charged in the accounts in respect of the items referred to in sec. 40(c)(i) and (ii) [Total of the amounts in col. 14 of section 6 of this Annexure]	_____	_____
(b) Expenditure charged in the accounts which has resulted directly or indirectly in the provision of any benefit, amenity or perquisite, whether convertible into money or not, to an employee of the company, to the extent such expenditure exceeds one-fifth of the amount of salary payable to him for the period of his employment [Section 40(c)(iii)] [Total of the amounts in col. 16 of section 6 of this Annexure]	_____	_____

	Speculation business	Other business or profession
16. In the case of a Banking Company, the amount which is allowable as a deduction under sec. 20(1) in computing its income under the head "Interest on Securities" (i.e. the amount claimed as deduction in Annexure B).		
17. Expenditure in the nature of entertainment expenditure which exceeds the amount computed under the provisions of sec. 37(2)		
18. Expenditure on advertisement, maintenance of accommodation in the nature of a guest house and on travelling by employees and others for the purpose of the business or profession which exceeds the amount admissible under sec. 37(3) read with Rule 6A, 6B, 6C and 6D of the Income-tax Rules, 1962. [See Section 2 of this Annexure]		
19. Any expenditure not incurred wholly and exclusively for the purpose of the business or profession (Give details)		
20. Any other expenditure which is not allowable under the provisions of sections 28 to 44 (Give details)		
21. Amount of profits chargeable under (a) section 41(2) [Total of the amounts in col. 17 of Section 3 of this Annexure] (b) section 41(1)(3) and (4) (Give details)		
<hr/>		
22. Total of items 1 to 21		
<hr/>		
<b>Deduct (Add if the above total is a negative figure)—</b>		
23. Any profit or gain, capital sums or other items such as interest on securities, income from house property, etc., credited in arriving at the above figure of profit which are not taxable under the head "Profits and gains of business or profession" or which have already been charged to tax in the hands of the assessee (Give details)		
24. Expenses on repairs and insurance of assets used only partly for the purposes of the business or profession claimed as reasonable deduction under section 38(2), excluding amount referred to in section 40(c) (Give details).		
25. Expenses and allowances (other than depreciation) referred to in section 40(c)(i) and (ii) which the company claims as reasonable deduction under sections 30 to 38 having regard to the provisions of section 40(c)(i) and (ii) [vide Section 6 of this Annexure].		
26. Allowance on account of depreciation and any unabsorbed depreciation brought forward from the earlier assessment year [Aggregate of the amounts in columns 15 and 16 of Section 3 of this Annexure]		
27. Scientific Research Expenditure : (i) Any expenditure (not in the nature of capital expenditure) laid out or expended on scientific research related to the business (Give details). (ii) Any sum paid to an approved scientific research association having as its object the undertaking of scientific research or to an approved university, college or other institution to be used for scientific research (Give details). (iii) Any sum paid to an approved university, college or other institution to be used for research in social science or statistical research related to the class of business carried on (Give details). (iv) The appropriate part of expenditure of a capital nature on scientific research related to the business, admissible under section 35(2) (Give details).		
28. Amount of capital expenditure on the acquisition of patent rights or copyrights admissible under sec. 35A (Give details)		

	Speculation business	Other business or profession
29. Appropriate part of expenditure of a capital nature on promoting family planning among the employees of the company admissible under section 36(1)(ix) (Give details)		
30. Any other allowable expenditure which has not been charged in arriving at the above figure of profit/loss (Give details)		
31. Any other sum (not being development rebate or development allowance), which is admissible as a deduction under sections 28 to 44, which has not been charged in arriving at the above figure of profit/loss or which has been added back under any of the items on page 1 of this Annexure.		
32. Development rebate admissible [See Section 4 of this Annexure].		
33. Development allowance admissible [See Section 5 of this Annexure]		
34. Total of items 23 to 33		
35. Net profit (or loss carried to Part I of the return [Item 22 minus item 34]		

Date

Signature of the Principal  
Officer

Seal of the Company

## SECTION 2

Name of assessee \_\_\_\_\_

Assessment year : 19.....19.....

*Statement of expenditure on advertisement, maintenance of accommodation in the nature of a guest house and on travelling by employees and others for the purpose of the business or profession, which exceeds the amount admissible under section 37(3) read with Rules 6A, 6B, 6C and 6D of the Income-tax Rules 1962.*

Amount debited in Profit and Loss Account	Amount admissible under Rule 6B or the amount claimed to be reasonable for pur- poses of Rule 6B(2)	Amount of excess if any (i.e. col. 1 minus col. 2)
1	2	3

I. *Expenditure on Advertisement*

- (a) Articles intended for presentation.
- (b) Advertisement outside India involving payment in foreign currency.
- (c) (i) Payment to a person who has substantial interest in the business of the assessee or to a relative of such person [See Note 1].
- (ii) Payment to a person who carries on business of, or profession as a publicity or advertising agent, wherein the assessee has a substantial interest [See Note 2].
- (d) Amount(s) exceeding Rs. 2,500 paid otherwise than by crossed cheque drawn on a bank or by crossed bank draft.

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 TOTAL OF ITEM I
 

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II. *Expenditure on maintenance of Guest Houses :*

Sl. No.	Place at which located	Amount of expenditure on maintenance debited in Profit and Loss Account	Whether the expenditure in col. 3 qualifies for allowance under Rule 6C(1) [Answer 'Yes' or 'No', If 'yes', state how]	Whether register required in Rule 6C(3) has been maintained [Answer 'Yes' or 'No']	Where answer in col. 4 or 5 is 'No' amount of expenditure on maintenance [Repeat from col. 3]
1	2	3	4	5	6

TOTAL OF ITEM II

- NOTES : 1. Where the recipient of the payment is a company, firm, association of persons or Hindu undivided family, it will be considered as having a 'substantial interest' in the business of the assessee, not only where the company, firm, association or family, as such, has such an interest, but also where a director of the company, or a partner of the firm, or a member of the association or family, or any relative of such director, partner or member, as the case may be, has a substantial interest in the business of the assessee.
2. The assessee company will be considered as having a substantial interest in the business of the recipient of the payment, not only where the company, as such has such an interest, but also where a director of the company, or any relative of the director, has such an interest.

I. *Expenditure in connection with travelling by an employee or any other person*(a) *Travelling outside India*

Sl. No.	Name of employee or other person, and designation where relevant	No. of days spent outside India	No. of days (out of No. in col. 3) mainly devoted for the purposes of business or profession of the assessee	No. of days required for travel by a reasonably direct route in the mode of travel adopted	Amount of expenditure debited in Profit and Loss Account	Amount of expenditure admissible under Rule 6D(1)	Amount of excess, if any (col. 7 minus col. 6)
1	2	3	4	5	6	7	8

TOTAL OF ITEM III(a)

(b) *Travelling inside India (outside Headquarters)*

Sl. No.	Name of employee or other person, and designation where relevant	Salary including D.A., if the terms of employment so provide, but excluding all other allowances	Amount of expenditure (including hotel expenses or allowances paid) other than expenditure in respect of travel by rail, road, waterway or air, debited in Profit and Loss Account	Amount admissible under Rule 6D(2)(b)	Amount of excess, if any (i.e. col. 4 minus col. 5)
1	2	3	4	5	6

TOTAL OF ITEM III(b)

TOTAL CARRIED TO SECTION I OF THIS ANNEXURE [TOTAL OF I, II, III(a) AND III(b)]

Date \_\_\_\_\_  
Seal of the Company.Signature of the  
Principal Officer

## SECTION 3

## Depreciation

Statement of particulars required to be furnished under section 34(1) and of the amount of depreciation

Name of assessee\_\_\_\_\_

Assessment year : 19.....19.....

Sl. No.	Description of the asset—building, ship, machinery or plant, furniture—including any such asset which has been sold, discarded, demolished or destroyed during the “previous year” [See Note 1]	Written down value of the asset as at the beginning of the “previous year” [‘Actual cost’ in the case of ocean-going ships]	“Actual cost” in the case of assets acquired during the ‘previous year’; and in the case of existing assets, capital expenditure incurred during the ‘previous year’ on additions, alterations, improvements and extensions thereto [See Note 2]	Date from which the new asset or the additions and extensions referred to in col. 4, were used for the purposes of the business or profession, and date on which the alterations and improvements referred to in column 4 were effected	In the case of an asset which has been sold, discarded, demolished or destroyed during the ‘previous year’, the amount of “moneys payable” in respect thereof and the scrap value, if any [See Note 3]	Amount on which depreciation is allowable (amount in col. 3+ amount in col. 4); in the case of an asset referred to in col. 6, the amount should be shown as ‘Nil’	Prescribed rate per cent [See Note 4]
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1	2	3	4	5	6	7	8
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Sl. No. (Repeat from page 1)	No. of days for which the asset was worked		Depreciation claimed					Terminal allowance under sec. 32(1) (iii) [Col. (3+4) minus col. 6]	Terminal charge under sec. 41(2) [Col. 6 minus col. (3+4)] [See Note 6]
			Initial [See Note 5]	Normal	Extra shift allowance		Total (cols. 11 to 14)		
	Double shift	Triple shift			Double shift	Triple shift			
	1	9	10	11	12	13	14	15	16

TOTALS CARRIED TO SECTION I OF THIS ANNEXURE

Date: \_\_\_\_\_

Seal of the Company—\_\_\_\_\_

Signature of the Principal Officer. \_\_\_\_\_

- NOTES : 1. Where an asset has been sold, discarded, demolished or destroyed during the 'previous year' it should be listed as a separate item in column 2.
2. In the case of a motor car acquired for the purpose of the business or profession after the 28th February, 1966, for an amount in excess of Rs. 25,000 the 'actual cost' to be shown in col. 4 is Rs. 25,000.
3. 'Moneys payable' in col. 6 includes the sale price or any insurance, salvage or compensation moneys; where the asset which is sold, discarded, demolished or destroyed is a motor car acquired after 28-2-66, the 'moneys payable' to be shown in col. 6 will be computed by multiplying the actual amount of sale price, insurance, salvage or compensation moneys and the amount of scrap value, if any, by the fraction:
- $$\frac{25,000}{\text{the actual cost of the motor car to the assessee as computed without limiting it to Rs. 25,000.}}$$
4. Where the actual cost of any machinery or plant does not exceed Rs. 750, the rate of depreciation in respect of such machinery or plant to be shown in col. 8 will be 100 per cent. (This provision applies for the assessment year 1966-67 and later assessment years).
5. Initial depreciation is admissible in respect of only the buildings of the type referred to in section 32(1)(iv).
6. The amount to be entered in this column should be limited to the amount of depreciation actually allowed to the assessee in respect of the asset for all past years.

# SECTION 4

## Development Rebate

Statement of particulars required to be furnished for the purpose of sections 33 and 34 of the amount on development rebate.

Name of assessee \_\_\_\_\_

Assessment year : 19 \_\_\_\_—19 \_\_\_\_.

Sl. No.	Description of asset i.e. ship, machinery or plant	Actual cost of the asset in col. 2	Date of acquisition of ship or date of in- stallation of machinery or plant	In the case of a second-hand ship, the number of years which had expired between the date on which the ship was built and the date of its acquisition by the assessee	Rate of de- velopment re- bate per cent	Amount of de- velopment re- bate	Amount of develop- ment rebate reserve created by debit to the Profit & Loss Account of the previous year [Sec. 34(3)(a)]	Remarks
1	2	3	4	5	6	7	8	9

TOTAL CARRIED TO SECTION I OF THIS ANNEXURE

Date \_\_\_\_\_  
Seal of the company

Signature of the Principal Officer.

## SECTION 5

## Development Allowance

Name of assessee \_\_\_\_\_

Assessment year 19\_\_\_\_19\_\_\_\_

*Statement of particulars prescribed for purposes of section 33A and of the amount of Development Allowance  
(To be filled in only by a company carrying on a business of growing and manufacturing tea in India.)*

S.No.	Name of tea estate	Whether Situated in an area declared by the Board to be a "hilly area" if so, specify the area.	Particulars relating to planting of tea bushes, after 31-3-65 on land not planted at any time or which had been Previously abandoned					Development Allowance: 50% of the amount in col. 8)	Amount allowable as a deduc- tion in res- pect of the second pre- vious year from the previous year referred to in col. 4 (See Note 3)	Amount allowable as a deduction in respect of the 4th pre- vious year from the previous year referred to in Col. 4 (col. 9— col. 10) (See Note 3)
			"Previous year" in which the land was prepared.	Extent of land referred to in col. 4 (in hectare).	"Cost of planting" (See Note 1)	Amount, if any, of the cost in col. 6, which has been met directly or in- directly by any other per- son or authori- ty	"Actual cost of planting" (col. 6 minus col. 7) limited to an amount calculated at Rs. 12,500/ Rs. 10,000 per hectare of the extent of land in col. 5 (See Note 2)			
1	2	3	4	5	6	7	8	9	10	11

Particulars relating to planting of tea bushes, after 31-3-1965 and before 31-3-1970 in replacement of tea bushes that have died or have become permanently useless on any land already planted.

S. No. (Repeat from page 1)	"Previous year" in which the land was prepared	Extent of land referred to in col. 12 (in hectares)	"Cost of planting" (See Note 1)	Amount, if any, of the cost in col. 14 which has been met directly or indirectly by any other person or authority	"Actual cost of planting" (col. 14 limited to an amount calculated at Rs. 12,500/ Rs. 10,000 per hectare of the extent of land in col. 13 (See Note 2))	Development Allowance 30% of the amount in col. 16)	Amount allowable as a deduction in respect of the second year from the previous year referred to in col. 12 (See Note 3)	Amount allowable as a deduction in respect of the 4th previous year from the previous year referred to in col. 12 (col. 17—col. 18) (See Note 3)	Total amount of development allowance claimed (col. 9 + col. 11 + col. 19, as the case may be)	Amount of development allowance reserve created [Sec. 33A (3) (ii)]
1	12	13	14	15	16	17	18	19	20	21

TOTAL CARRIED TO SECTION I OF THIS ANNEXURE

Date  
Seal of the Company

Signature of the  
Principal Officer.

NOTES : 1. The "Cost of planting" to be shown in columns 6 and 14 is the aggregate of the following amounts namely:—

- cost of preparing the land;
  - cost of seeds, cuttings and nurseries;
  - cost of planting and replanting; and
  - cost of upkeep of the tea bushes during the four successive 'previous years' commencing with the 'previous year' shown in col. 4 or col. 12, as the case may be.
- The calculation should be made at the rate of Rs. 12,500 per hectare of the extent of land shown in col. 5 or col. 13, as the case may be, where the land is situated in "hilly area", and at the rate of Rs. 10,000 per hectare of the extent of land shown in col. 5 or col. 13 where the land is situated in any other area.
  - Where the claim for development allowance relates to the second previous year from the previous year shown in col. 4 or col. 12 as the case may be, no entry should be made in columns 10 and 11 or 18 and 19; where the claim relates to the 4th previous year from the previous year shown in col. 4 or col. 12, entries should be made in these columns as well, and for the sake of convenience, the entries relating to such claim should be listed under a separate serial number from the entries relating to the claim in respect of the second previous year.

## ANNEXURE D

## SECTION 6

Name of assessee \_\_\_\_\_ - Assessment year 19 \_\_\_\_\_ 19 \_\_\_\_\_

Particulars of—

- (i) expenditure which has resulted directly or indirectly in the provision of any remuneration or benefit or amenity to a director or to any other person having a substantial interest in the company, or to a relative of a director or such other person [Sec. 40 (c) (i)];
- (ii) expenditure debited or allowance claimed in arriving at the profit in respect to the assets of the company used by any director or other person or relative referred to in (i) above, wholly or partly for his own purposes or benefit [Sec. 40(c)(ii)]; and
- (iii) expenditure which has resulted directly or indirectly in the provision of any benefit, amenity or perquisite, whether convertible into money or not, to an employee of the company where such expenditure exceeds one-fifth of the amount of the salary payable to him for the period of his employment [Section 40(c) (iii)]

S.No.	Name and address of— (a) director or any other person or relative referred to in (i) and (ii) above; or (b) employee (other than an employee whose income chargeable under the head "Salaries" is Rs. 7,500 or less)	Salary including dearness allowance if the terms of employment so provide, but excluding all other allowances and perquisites;	Allowances (including dearness allowance where it is not a part of the salary under the terms of employment) other than the amount shown in col. 5	Amount of entertainment allowance and other payments in the nature of entertainment allowance or amounts reimbursed by the company on account of expenses on entertainment, to the extent it results in a benefit, amenity or perquisite	Expenditure (other than capital expenditure) incurred by the company in providing accommodation free of rent or at concessional rent for his occupation (Give details)	Expenditure (other than capital expenditure) incurred by the company in providing furniture, appliances and amenities for his personal use or benefit, free of charge or at a concessional charge (Give details)	Where a conveyance has been provided to him by the company, description of the conveyance and the amount of expenditure incurred by the company on its maintenance
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1	2	3	4	5	6	7	8
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S.No. (Repeat from page 1)	Travelling expenses met by the company on account of his tours abroad to the extent that they result in a benefit, amenity or perquisite, and fares and concessional passages on home leave (Give details) [See Note 1(a)]	Expenditure incurred by the company for domestic or personal services provided to him (Give details)	Other payments not included in cols. 3 to 10 (Give details) [See Note 1(b)]	Expenditure (other than capital expenditure) incurred by the company on the provision of any other benefit or amenity free of charge or at concessional charge, not included in the preceding columns [See Note 1(c)]	Amount of depreciation and other allowances claimed by the company in the return in respect of any of its assets which are wholly or partly used by the director or other person or relative referred to in (a) of col. 2 for his own private purposes for the whole or part of the year (See Note 2)	In the case of a director or other person or relative referred to in (a) col. 2, the total of the amounts in cols. 3 to 13 (See Note 3)	In the case of an employee referred to in (b) of col. 2 and in the case of a director or other person or relative referred to in (a) of col. 2 who is also an employee of the company
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1	9	10	11	12	13	14	15	16
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TOTAL [Carried to item 15 (a) of Sec. 1 of this Annexure]

TOTAL [Carried to item 15 (b) of Sec. 1 of this Annexure]

Date  
Seal of the Company.

Signature of the Principal Officer

NOTES : 1.—In the case of any employee who is not a director or a person or relative referred to in (a) of col. 2,—

- the value of any travel concession or assistance referred to in section 10(5) and passage moneys or the value of any free or concessional passage referred to in section 10(6)(i) should be excluded from the amount in column 9;
  - any payment by way of gratuity, any payment referred to in section 10(6)(vii) any sum referred to in section 17(1) (vii) or 17(2) (v), the amount of any compensation referred to in section 17(3)(i) and any payment referred to in sec. 17(3) (ii) or sec. 36(1)(iv) or section 36(1)(v) should be excluded from the amount in col. 11;
  - any expenditure referred to in sec. 36(1)(ix) should be excluded from the amount in col. 12.
2. The assets should be listed in section 3 of this Annexure, indicating, in each case, the fact that it has been used by the director or other person or relative.
3. In the case of a director or other person or relative referred to in Note 1, who is also an employee of the company, the amounts at (a), (b) and (c) of Note 1 should be exhibited separately in the respective columns but excluded in arriving at the total in col. 14.

## ANNEXURE B

## SECTION 1

## Particulars of Capital Gains

Name of assessee \_\_\_\_\_

Assessment year 19\_\_\_\_\_19\_\_\_\_\_

S.No.	Description of asset	Date on which the asset became the property of the assessee	Date of transfer	Period for which the asset was held by the assessee immediately preceding the date of transfer [Sec. 2 (42A)]	Name and address of the transferee	Whether the transferee is connected, directly or indirectly, with the assessee and, if so, how connected	Full value of the consideration for which the transfer was made	Fair market value of the asset as on the date of transfer [Sec. 2(22A)]
1	2	3	4	5	6	7	8	9

S.No. (Repeat from col. 1 above)	Cost of acquisition or, in cases covered by sec. 49, 50 or 51, the value which is deemed to be the cost of acquisition Amount in col. 13 of Section 2 of this Annexure)	Cost of any im- provements to the capital asset	Expenditure incurred wholly and exclusi- vely in connection with the transfer (Give details)	Total of columns 10 to 12	Capital gain / loss relating to—(Loss to be shown in red ink) (See Note below)		
					Short-term capital assets (i. e. where the period in col. 5, is 12 months or less)	Other than short-term capital assets (i. e. where the period in col. 5 is more than 12 months)	
						Lands or buildings or any rights therein	Others
I	10	11	12	13	14	15	16

Net capital gains carried to Part I of the Return.	Rs.	Rs.	Rs.
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Date

Signature of the Principal Officer.

Seal of the Company

NOTE : Where the capital gain in respect of any asset is claimed to be exempt under section 53, an entry should be made to that effect in the relevant col. 14, 15 or 16.

[1] In other cases, the amount of capital gain/loss should be determined by deducting the amount in col. 13 from the amount in Col. 8 and the suit entered in the relevant col. 14, 15 or 16.

## SECTION 2

*Statement showing the cost of acquisition or the value which is deemed to be the cost of acquisition of a capital asset in certain cases (Sections 49, 50 and 51)*

Name of assessee \_\_\_\_\_

Assessment Year : 19\_\_\_\_19\_\_\_\_

S. No.	Description of asset	Date on which the asset became the property of the assessee	Mode of acquisition (i. e. whether by purchase, construction at own expense or by any of the modes specified in section 49) 11	Where the asset became the property of the assessee by purchase or construction at own expense	Cost of acquisition of the asset to the assessee on the date mentioned in col. 3 Where the date mentioned in col. 3 is earlier than 1-1-1954, the fair market value of the asset as on 1-1-1954
1	2	3	4	5	6

S.No. (Repeat from above)	Where the asset became the property of the assessee otherwise than in the manner referred to in cols. 5 and 6.	Where the asset is one in respect of which depreciation has been obtained (See sec. 50)			Advance or other moneys received and retained by the assessee in respect of the asset on any previous occasion See sec. 51	Cost of acquisition, or the value deemed to be the cost of acquisition carried to col. 10 of sec. 1 of this Annexure (Amount obtained by subtracting the figure in col. 12 from the figure in col. 5 or col. 6, whichever is higher col. 8 or col. 9 whichever is higher col. 10 or col. 11, whichever is higher as the case may be.
	Date on which the asset became the property of the last previous owner who acquired it otherwise than in the manner specified in sec. 49.	Cost of acquisition of the asset to such last previous owner	If the date in col. 7 is earlier than 1-1-1954 the fair market value of the asset as on 1-1-1954.	Written-down value as "adjusted" (See Note below)	Where the fair market value of the asset as on 1-1-1954, is to be taken into account the fair market value of the asset as on 1-1-1954 reduced by the amount of depreciation allowed after that date and "adjusted" (See Note below).	
1	7	8	9	10	11	12
						13

Date

Seal of the Company

Signature of the Principal Officer

NOTE: "Adjusted" in relation to written-down value or fair market value, means reduced by any terminal allowance deducted under sec. 30(1)(iii) or increased by terminal charge added under sec. 41(a).

## ANNEXURE F

## Dividends

[See sections 56-59]

Name of assessee—

Assessment Year: 19—19—

Sl. No.	Particulars of shares held	Face value of the holding	Gross amount of dividend [See Note 1]	Amount of tax deducted at source	Net amount of dividend [See Note 2]	Remarks [See Note 2]
1	2	3	4	5	6	7
		Rs.	Rs.	Rs.	Rs.	

TOTAL . . .

Gross amount of dividend from column 4 ..

- Deduct (a)** Amount of commission or remuneration paid to a banker or other person for realising the dividend
- (b)** Amount of any other expenditure (other than capital expenditure) incurred wholly and exclusively for earning the dividend

Rs.	
Rs.	

Net Amount of Dividend Income Carried to Part I of the Return

Date  
Seal of the CompanySignature of the  
Principal Officer

NOTES : 1. Any sum deemed to be a 'dividend' under section 2(22)(a), (b), (c), (d), or (e) should also be shown in this column.

2. (a) Where any dividend is eligible for rebate or deduction of tax under section 85 (dividend from new industrial undertaking or hotel), 85B (dividend received by an Indian company from a foreign company on shares allotted in consideration for supply of technical know-how etc.) or section 235 (dividend attributable to agricultural income of the company paying the dividend), please indicate by entering the appropriate section in the Remarks Column 7.
- (b) In the case of a foreign company which has not made the prescribed arrangements for the declaration and payment of dividends within India, if any dividend shown in the above statement is paid by a closely-held Indian company which is mainly engaged in any specified priority industry, such item(s) of dividend may be indicated by entering "Section 85A, Proviso" in the Remarks Column 7.
- (c) Where the company paying the dividend is a foreign company which has not made the prescribed arrangements for the declaration and payment of dividends in India, and the dividend does not qualify for deduction of tax under sec. 85B, please indicate such dividend by entering the words "Foreign dividend" in the Remarks Col. 7.
- (d) For the purpose of claiming rebate or deduction of tax in Part III of the Return, the net amount of dividends falling in each of the categories mentioned in items 3, 6(a), 6(b), 7 and 10 of that Part should be arrived at by deducting the appropriate amount of collection charges and other expenses from the gross amount of dividend under each category. Where separate figures are not available, an apportionment should be made.

## ANNEXURE 'G'

## Computation of Total Income

Name of assessee \_\_\_\_\_

Assessment Year : 19 —19—

Sl. No.	Head of income	Income/loss (+)/(-) of the year as shown in Part I of the Return [See Note 1]	Income/loss of the year after 'adjustment' [See Note 2]	Brought forward loss of earlier year(s) eligible for set off [See Note 3]	Resultant net income after adjusting the loss in col. 5 against income in col. 4
1	2	3	4	5	6
		Rs.	Rs.	Rs.	Rs.
1.	Interest on securities . . . . .			×	
2.	Income from house property . . . . .			×	
3.	Profits and gains of business or profession—				
	(a) Speculation business (enter only if the net result is a positive income) [See Note 1(a)]				
	(b) Business, other than speculation business, or any profession [See Note 1(b)]				
4.	Income from other sources . . . . .			×	
	TOTAL . . . . .				
5.	Capital gains:				
	(a) relating to short-term capital assets . . . . .				
	(b) relating to assets other than short-term capital assets (enter only if positive figure)				
	(i) lands and buildings or any rights therein . . . . .				
	(ii) other assets . . . . .				
	GRAND TOTAL [See Note 4] . . . . .				
<b>Less:</b> Amount deductible under section 80E i.e. 8% of profits and gains attributable to specified priority industries, included in the figure against item 3(b) in col. 6					
	(ii) Other deductions, if any (Give details):				
<b>TOTAL INCOME (as rounded off under section 288A) CARRIED TO PART I OF THE RETURN.</b>					

Date  
Seal of the Company

Signature of the  
Principal Officer.

- NOTE: 1.** (a) In arriving at the figure to be shown in col. 3 against S. No. 3(a), the total of the figures of income shown against S. No. 3(a) (i), 3(b) (i) and 3(c) (i) of Part I of the Return should be taken; and it should be shown against S. No. 3(a) *only* if it is a positive income. If the figure against S. No. 3(c) (i) of Part I of the Return is a loss, it should be ignored in arriving at this total.
- (b) In arriving at the figure to be shown in col. 3 against S. No. 3(b), the total of the figures of income shown against S. No. 3(a) (ii), 3(b) (ii) and 3(c) (ii) of Part I of the Return should be taken. If the figure against S. No. 3(c) (ii) of Part I of the Return is a loss, it should be ignored in arriving at this total.
- (c) Where there is Indian income as well as foreign income under any head of income the aggregate thereof should be shown in col. 3 against the appropriate head.
2. (a) If there is a loss in col. 3 against any one or more of S. Nos. 1, 2 and 4, the losses and income against these items may first be adjusted against one another and the net result determined. If the net result is a negative figure, and there is income in col. 3 against S. No. 3(a) or 3(b), or both, the negative figure may be adjusted, as may be found advantageous by the assessee, against either of the said items, or partly against the one and, as to the balance, against the other.
- (b) Any loss against S. No. 5(a) in col. 3 should be adjusted against income shown against S. No. 5(b) in the same column, and the resultant income entered against S. No. 5(b) in col. 4.
3. (a) The amount of loss under the head "Profits and gains of business or profession" brought forward from earlier years should be entered in col. 5 against S. No. 3(a) or 3(b), as the case may be, *only* to the extent of the income, if any, against the respective items in col. 4.
- (b) The amount of loss under the head "Capital gains" brought forward from earlier years should be entered in col. 5 against S. No. 5(a) or 5(b), as the case may be, *only* to the extent of the income, if any, against the respective items in col. 4.
4. Where the figure in col. 4 in the line showing the 'Total' of S. Nos. 1 to 4 is a loss, and the assessee does not desire to have such loss set off against the income shown against S. No. 5 in the said column, such loss should not be taken into account in arriving at the 'Grand Total' in col. 4.

### ANNEXURE 'H'

*Statement of particulars to be furnished by a domestic company which claims to be one in which the public are substantially interested.*

[See Part VI]

Name of assessee—

Assessment Year: 19—19—

- 1 (a) Was the company owned throughout the previous year by the Government or the Reserve Bank of India? [Answer 'Yes' or 'No']
- (b) Was 40 % or more of the share capital of the company held during the previous year by the Government or Reserve Bank of India or a Corporation owned by the Reserve Bank of India, singly or taken together? [Answer 'Yes' or 'No']
- 2 If the replies to both (a) and (b) of S. No. 1 above are 'No', please furnish information regarding the following:—
- (a) The percentage of voting power attaching to equity shares allotted unconditionally to, or acquired unconditionally by, and throughout the previous year beneficially held by—
- the Government,
  - Corporation(s) established by a Central, State or Provincial Act,
  - Company (ies) in which the public are substantially interested and also wholly owned subsidiary (ies) of any such company,
  - the public (excluding companies in which the public are not substantially interested and directors of the assessee company).
- (b) Were the equity shares in the company—
- the subject of dealings in any recognised stock exchange in India at any time during the previous year? If the reply is 'Yes', please state the name(s) of the stock exchange (s).

OR

Freely transferable by the holder to other members of the public?  
[Answer 'Yes' or 'No']

(c) Persons controlling the affairs of the Company at any time during the previous year

Name

Address

Period of control

(d) Were shares in the company carrying more than 50% (60% in a case where the assessee is an Indian \*"industrial company") of the total voting power held, at any time during the previous year, by five or fewer persons (excluding Government, Corporation(s) established by a Central State or Provincial Act, company(ies) in which the public are substantially interested and wholly owned subsidiary(ies) of such a company)?  
[Answer 'Yes' or 'No']

Date

Signature of the

Seal of the Company

Principal Officer.

\*"Industrial company" means a company whose business consists mainly in the construction of ships or the manufacture or processing of goods or in mining or in the generation or distribution of electricity or any other form of power.

**NOTE:** For the purpose of items (c) and (d) of S.No. 2, persons who are relatives of one another, and persons who are nominees of any other person together with that other person, should be treated as a single person.

### ANNEXURE 'J'

*Return of particulars to be furnished under Section 133 of the Income-tax Act, 1961*

[See paragraph 3 of Notice under section 139(2)]

Name of assessee

Assessment Year: 19— 19—

**SECTION I: Statement of names and addresses of persons for whom the assessee is a trustee or agent.**

Sl. No.	Name of person for whom the assessee is trustee or agent	Address of the person in col. 2	State whether the assessee is trustee or agent of the person in col. 2
---------	--	---------------------------------	--

1

2

3

4

Date

Seal of the Company

Signature of the

Principal Officer.

**SECTION 2:** Statement of the names and addresses of all persons to whom assessee had paid in the previous year(s) rent, interest, commission, royalty or brokerage or any annuity (not being an annuity taxable under the head "Salaries") amounting to more than four hundred rupees and particulars of all such payments.

Sl. No.	Name and address of the person to whom the payment was made	Nature of payment	Amount paid	Date of payment	In the case of a payment to a non-resident whether tax has been deducted at source and paid to the credit of the Central Government
1	2	3	4	5	6

Date  
Seal of the Company

Signature of the  
Principal Officer.

**SECTION 3 :** [To be filled in where the assessee is a dealer, broker or agent or concerned in the management of a stock or commodity Exchange.

Statement of the names and addresses of all persons to whom the assessee or the Exchange has paid in the previous year(s):—

- (1) any sum or aggregate sums in excess of two thousand rupees where the payment represents "differences" paid in settlement of contracts without actual delivery of stocks or commodities; and
- (2) any sum or aggregate sums in excess of ten thousand rupees where the payment represents sale price in connection with the transfer whether by way of sale, exchange or otherwise of assets or on whose behalf or from whom the assessee or the exchange has received any such sum and particulars of all such payments and receipts.

(The question whether any payments or receipts relate to "capital assets" is a matter to be decided by the Income-tax Officer. The person required to make the statement should treat all payments and receipts as pertaining to capital assets).

Sl. No.	Name and address of the person to whom the payment was made or on whose behalf or from whom the payment was received	Particulars of the transaction in connection with which the payment was made or received	Amount paid or received	Date of payment or receipt
1	2	3	Rs.	4

## I. PAYMENTS

1	2	3	4	5
---	---	---	---	---

## II. RECEIPTS

Date  
Seal of the Company

Signature of the  
Principal Officer

SECTION 4: Statement of gifts made by the assessee during the previous year(s) [Not to be filled in by a company in which the public are substantially interested.]

Sl. No.	Name and address of donee	Date of gift	Particulars of property gifted	Amount of money gifted or value of property (other than money gifted)
1	2	3	4	5

TOTAL . . .

Date  
Seal of the Company

Signature of the  
Principal Officer

[For persons other than companies]

FORM No. 2  
[See rule 12(1)(b)]

G.I.R.No. .... *Return of Income*  
(To be filled in by the Income-tax Office)

**IMPORTANT:** All applicable entries and annexures must be filled in. If the space is not sufficient, please attach separate statements, serially numbered, and specify, in Part VI, the number of sheets in each statement.

INDIVIDUAL

Check ☐ One

Married: Yes ☐ No ☐  
Number of dependent children .....

Assessment year 19.....19.....  
Previous year(s) ending .....  
[See Note 1]  
Name .....  
Whether individual, H.U.F., etc. ....  
Address: Office .....  
Residence .....  
State whether resident/resident but not ordinarily resident/non-resident [See Note 2] .....

**PART I—Statement of Total Income**

[See Note 3]

Head of income

Amount of income or loss  
(If none, write 'NONE').  
[Loss to be shown in red ink]  
Indian income Foreign income  
[See Note 4] [See Note 5]  
Rs. Rs.

**1. Salaries [Annexure A]**

2. Interest on securities (a) Government securities:  
[Annexure B] (i) National Savings Certificates (First Issue) and Bank Series.  
(ii) Other Government securities.  
(b) Other securities.

**3. Income from house property [Annexure C]**

4. Profits and gains of business or profession (a) Own business or profession [Annexure D]  
(i) Speculation business (Sec. 28, Expl. 2)  
(ii) Other business or profession.  
(b) Share in the profits of a registered firm [See Note 6]:  
(i) Speculation business (Sec. 28, Expl. 2)  
(ii) Other business or profession.  
(c) Share in the profits of an unregistered firm or association of persons or body of individuals [See Note 6]  
(i) Speculation business (Sec. 28, Expl. 2)  
(ii) Other business or profession.

5. Capital Gains [Annexure E] (a) relating to short-term capital assets  
(b) relating to other assets:  
(i) lands or buildings or any rights therein  
(ii) Others

6. Income from other sources. (a) Dividends [Annexure F]  
(b) Interest other than interest on securities.  
(c) Annuity or commuted value of annuity (Sec. 280D)  
(d) Other items (Give details)

**TOTAL (1 to 6)**

**TOTAL INCOME (As computed in Annexure G)**

## NOTES:—

1. If there are different previous years for different sources of income, the source or sources should be indicated against each previous year.
2. If a person is resident in India in a previous year relevant to the assessment year in respect of any source of income, he shall be deemed to be resident in India in the previous year relevant to the assessment year in respect of each of his other sources of income.
3. If the income of any other person is includible in your total income under the provisions of sections 60, 61, 62, 63 or 64 of the Income-tax Act, 1961, such income should also be shown in this Return under the appropriate heads.
4. 'Indian Income' means income which accrued or arose or was received in India or is deemed to have accrued or arisen or been received in India in the previous year.
5. 'Foreign Income' means all income which accrued or arose outside India but is not deemed to have accrued or arisen and is not also received or deemed to have been received in India in the previous year. This column should not be filled in by a non-resident.
6. Share in the income of the firm under the head "Profits and gains of business or profession" should alone be shown in this item. Where the firm has income under any other head or heads of income, the share of the partner (assessee) in such income should be shown against the appropriate items.

**PART II—Statement of sums not included in Part I and which the assessee claims to be not Taxable for any reason.**

Particulars	Amount Rs.	Reasons for its being claimed as not taxable
1.		
2.		
3.		
4.		
5.		
<b>TOTAL OF PART II</b>		

**PART III—Statement of sums included in Total Income in respect of which Income-tax is not payable or which qualify for Rebate or Deduction of Income-tax.**

Particulars	Amount Rs.
1. Interest on tax-free securities [Sec. 86A]	
2. Where the assessee is a partner in a registered firm, proportionate part of the tax payable by the firm [Sec. 86(iv)]	
3. Where the assessee is a partner in an unregistered firm or a member of an association of persons or body of individuals and tax has been paid or is payable by such firm, association or body, share in the income of such firm, association or body. [Section 86 (iii), (v)]	
4. Income of co-operative society on which no income-tax is payable [Sec. 81]	
5. Where the assessee is a member of a co-operative society, dividends received from the society. [Section 82]	
6. Income of marketing authority on which no income-tax is payable [Sec. 83]	
7. Profits from new industrial undertakings [Section 84]	
8. Dividends from new industrial undertakings or hotels [Sec. 85]	
9. Educational expenses of dependent child(ren) [Section 87A] (To be filled in only in the case of a resident non-Indian citizen)	
10. Donations for charitable purposes and for renovation or repair of a temple etc. [Sec. 88]	
11. Dividends attributable to agricultural income of the company paying the dividend [Section 235]	
12. Other items, if any (Give details)	
<b>TOTAL OF PART III</b>	

## PART IV—Statement of Tax deducted at source and of advance Tax paid.

Tax deducted at source (Tax deduction certificate to be attached)		Advance tax paid	
Particulars	Amount of tax Rs.	Date of payment	Amount Rs.
Salaries			
Interest on securities			
Other interest			
Dividends			
Any other income			
Total		Total	

## PART V—(I) Statement of Particulars required under Section 139(6)

- (a) Particulars of business or profession carried on by the assessee [Where the business or profession is carried on by a firm/association of persons/body of individuals of which the assessee is a partner/member, these particulars should be furnished only in the Return of the firm/association/body and not in the personal Returns of the partners/members]

Address of the principal place of business or profession in India \_\_\_\_\_

Address(es) of branch(es): \_\_\_\_\_

- (b) To be completed in the case of firms, associations of persons and bodies of individuals

Name of each partner (including minor admitted to the benefits of the partnership/ member	Residential address	Extent of share in the profits of the firm	Amount of interest on Capital, salary commission and other remuneration, if any. (Give details)
			Rs.

**IMPORTANT:** If you are a firm seeking continuance of registration granted for an earlier assessment year, please attach the required declaration in Form No. 12, which may be obtained from the Income-tax Officer [Sec. 184(7)].

- (c) To be completed where the assessee is a partner in a firm or a minor admitted to the benefits of a partnership or a member of an association of persons or body of individuals.

Name and address of the firm/association of persons/body of individuals	Name of each partner/minor/member, including the assessee	Relationship with assessee*	Address of the Partner/minor/member	Extent of share in the firm/association/body.
---	---	-----------------------------	-------------------------------------	---

\*State in this column whether the partner/minor admitted to the benefits of the partnership is the husband/wife/minor/child of the assessee

## (2) Statement of Particulars to be Filled in by Hindu Undivided Families only

S.No.	Name of members of the family (including the Karta) at the end of the previous year, who were entitled to claim partition	Relationship to Karta	Age at the end of the previous year	REMARKS
1.	(Karta)			
2.				
3.				
4.				

## PART VI—List of Annexures and Statements

[Please mark in the appropriate columns

✓ for annexures filled in, and

\* for annexures not filled in. ]

Annexure							No. of sheets in Statement No.						
A	B	C	D	E	F	G	J	1	2	3	4	5	6

## Verification

I (Name in Block letters) son/daughter/wife of Shri .....  
 ..... solemnly declare that to the best of my knowledge  
 (Name of father/ husband)  
 and belief the information given in this Return and the annexures and statements accompanying  
 it is correct and complete, that the amount of total income and other particulars shown are truly  
 stated and relate to all the previous years relevant to the assessment year commencing on the 1st  
 day of April, 19 .....

I further solemnly declare that no other income accrued or arose to or was received by  
 ..... me <sup>1</sup>/the family/the firm/ the co-operative society/the association of persons/  
 the body of individuals/the local authority/<sup>2</sup> ..... during the said previous years  
 and that ..... <sup>3</sup>I/the family/the firm/the co-operative society/the association/the  
 body of individuals/the local authority/<sup>3</sup> ..... had, during the said previous years, no  
 other source of income.

I further declare that in my capacity as<sup>4</sup> ..... of the  
 family/firm/co-operative society/association of persons/body of individuals/local authority/<sup>2</sup>....  
 ..... I am competent to make this Return and verify it on behalf of the  
 family/firm/co-operative society/ association of persons/body of individuals/local authority/<sup>3</sup>....  
 .....

I further declare that I am making this Return in my capacity as/<sup>5</sup>.....  
 of/<sup>5</sup>.....

Date.....

Signature.....

Place.....

IMPORTANT: Before signing the verification the signatory should satisfy himself  
 that the return is correct and complete in every respect.

[Any person making a false statement in the Return will be liable to prosecution under sec-  
 tion 277 of the Income-tax Act, 1961 and on conviction will be punishable with rigorous  
 imprisonment which will not ordinarily be for less than six months and may extend  
 to two years]

- NOTES: 1. The alternatives which are not required in the declaration should be scored out.
2. In the case of an assessee who is an individual, if the declaration is signed by a person other than the individual himself or in a case where the return is made by a legal representative, the word "me" or "I" should be scored out and the name of the assessee should be written.
3. Here describe the status, if not covered by the terms mentioned above, *vide* section 2(31)(vii).
4. The declaration shall be signed by the person empowered to sign and verify the return in accordance with section 140 of the Income-tax Act, 1961. The capacity in which the declaration is signed, should be indicated in the space provided, e.g. Karta of the Hindu undivided family.

*Section 140 of the Income-tax Act, 1961:*

"140. The return under section 139 shall be signed and verified—

- (a) in the case of an individual, by the individual himself; where the individual is absent from India, by the individual concerned or by some person duly authorised by him in this behalf; and where the individual is mentally incapacitated from attending to his affairs, by his guardian or by any other person competent to act on his behalf;
- (b) in the case of a Hindu undivided family, by the Karta, and, where the Karta is absent from India or is mentally incapacitated from attending to his affairs, by any other adult member of such family;
- (c) in the case of a company or local authority, by the principal officer thereof;
- (d) in the case of a firm, by any partner thereof, not being a minor;
- (e) in the case of any other association, by any member of the association or the principal officer thereof; and
- (f) in the case of any other person, by that person or by some person competent to act on his behalf."
5. Where the return is furnished by the executor(s), trustee(s), receiver, manager, agent, etc. this should be stated in the space provided and the name of the testator, or intestate, the trust or other person or property of which he is /they are executor(s), trustee(s), receiver, manager agent etc. should also be stated.

ANNEXURE 'A'

Name of Assessee .....	<i>Salaries</i>	Assessment Year : 19.....19....
<hr/>		
1. Name and address of the employer .....		
2. Total amount of salary, wages, pension, gratuities, commissions, bonus, fees or profits in lieu of or in addition to salary and wages, due to be paid, whether received or not (excluding amounts shown against Serial Nos. 3 & 4), any arrears of salary received and salary received in advance [See Note 1] .....		
3. Amount of periodical cash allowances :		
(a) House rent allowance [See Note 2] .....		Rs. ....
(b) Entertainment allowance .....		Rs. ....
(c) Other allowances [See Note 3] .....		Rs. ....
4. (a) Employers' contribution to recognised provident fund in excess of 10% of the assessee's salary .....		
(b) Interest credited to the assessee's account in such fund in excess of one-third to the salary or in excess of the rate of interest fixed by the Central Government .....		
5. Value of rent-free accommodation or value of any concession in rent for the accommodation provided by the employer, as determined under Rule 3 of the Income-tax Rules, 1962. (Give details, basis of computation and also state whether the accommodation is furnished.) .....		
6. Where a conveyance has been provided by the employer, value of the perquisite as determined under Rule 3 of the Income-tax Rules, 1962. (Give details) .....		

7. Remuneration paid by the employer for domestic and personal services provided to the assessee. (Give details) .....
8. (a) Value of travel concession or assistance received from the employer by the assessee who is a citizen of India, otherwise than for the purpose of the employment. [See Note 4(a)] .....
- (b) Passage moneys and the value of free or concessional passages on travelling abroad, provided by the employer to the assessee who is not a citizen of India, otherwise than for the purpose of the employment. [See Note 4(b)] .....
9. Value of any other benefit or amenity provided by the employer free of cost or at concessional rate, not included in the preceding columns, [see Note 5] .....
10. Any other amount chargeable under the head "Salaries" (Give details) .....
11. Total of items 2 to 10 .....

12. Deductions admissible in computing income under the Head "Salaries":

- (a) Amount spent on purchase of books etc. necessary for duties upto Rs. 500 [Section 16(i)] Rs. ....
- (b) Entertainment allowance in the cases and to the extent specified in section 16(ii). Rs. ....
- (c) Taxes on professions, trades, callings etc. levied under a State or Provincial Act [Section 16(iii)] Rs. ....
- (d) Expenditure on maintenance of own conveyance and amount representing its wear and tear, to the extent attributable to the use of the conveyance for the purpose of employment:

Make of the motor car or other conveyance .....	(i) Expenditure on maintenance (during the 'previous year') .	Rs. ....
Date of purchase .....	(ii) Amount representing wear and tear (during the 'previous years') .	Rs. ....
Actual cost Rs. ....	Total	Rs. ....
	(iii) Amount out of the above total attributable to the use of the conveyance for the purposes of the employment	Rs. ....

[An employee receiving a conveyance allowance from the employer is not entitled to this deduction.]

- (e) Any other amount which, by the conditions of his service the assessee is required to spend wholly, necessarily and exclusively in the performance of his duties (Give details) [Section 16(v)] Rs. ....

13. Net income under the head "Salaries" taken to Part I of the Return .....

Date

Signature

NOTES : 1. The following amounts should be excluded from the amount to be shown against this item where the conditions specified in the relevant Sections are satisfied:

- (a) Death-cum-retirement gratuity or any other gratuity, up to the limit specified in section 10(10).
- (b) Commuted value of pension up to the limit specified in section 10(10A).
- (c) Payment received from a provident fund to which the Provident Funds Act, 1925 applies. [Section 10(11)].
- (d) Moneys received from a recognised provident fund in certain circumstances [Section 10(12)].
- (e) Payment received from an approved superannuation fund in certain cases. [Section 10(13)].
- (f) Remuneration received by diplomatic personnel etc. of non-Indian citizenship. [Section 10(6)(ii)(iii), (iv) and (v)].
- (g) Remuneration received by an individual of non-Indian citizenship employed by a foreign enterprise. [Section 10(6)(vi)].

- (h) Remuneration received by foreign technicians etc. of non-Indian citizenship. [Section 10(6)(vii)]
- (i) Tax paid by the employer on the salary of any such foreign technician [Section 10(6)(vii)]
- (j) Remuneration of a person of non-Indian citizenship for employment in a foreign ship. [Section 10(6)(viii)]
- (k) Remuneration of a professor, teacher, or research worker of foreign citizenship. [Section 10(6)(ix) & (x).]
- (l) Remuneration received from a foreign source for rendering services in India under any co-operative technical assistance programme or project. [Section 10(8)]

2. The amount of House Rent Allowance received from an employer to meet expenditure actually incurred in payment of rent for residential accommodation occupied by the assessee, up to the limits specified in Rule 2A of the Income-Tax Rules, 1962, should be excluded and only the balance if any, of the House Rent Allowance shown against this item. [Section 10(13A)].

3. (a) The amount of travelling allowance, daily allowance, conveyance allowance or any other allowance which is spent wholly, necessarily and exclusively in the performance of duties, should be excluded from the amount to be shown against this item. [Section 10(14)].
- (b) Allowances received by a citizen of India from the Government for rendering services outside India should also be excluded from this item. [Section 10(7)].
4. (a) The value of any travel concession or assistance received from the employer, in so far as it is exempt under section 10(5), should be excluded from the amount to be shown against this item.
- (b) The amount of passage moneys or value of any free or concessional passage received from the employer, in so far as it is exempt under section 10(6)(i) should be excluded from the amount to be shown against this item.

5. Where the assessee's income under the head "Salaries", exclusive of the value of all benefits and amenities not provided for in cash, does not exceed Rs. 18,000 and he is not a director of a Company or a person who has a substantial interest in the company, no amount should be shown against this item.

#### ANNEXURE 'B'

##### Interest on Securities

(See section 18—21)

Name of assessee..... Assessment Year : 19....19....

Sl. No.	Particulars of security held.	Face value of the holding	Gross amount of interest due during the year		Amount of tax deducted at source
			On Govt. securities	On other securities	
1	2	3	4	5	6
		Rs.	Rs.	Rs.	Rs.
TOTAL . . . . .					

1	2	3	4	5	6
		Rs.	Rs.	Rs.	Rs.
B/F					

TOTAL

*Deduct*

- (a) Amount of expenses incurred for realising the interest shown in columns 4 & 5 Rs.....
- (b) Amount of any interest payable on moneys borrowed for the purpose of investment in the securities shown in column 2 Rs.....

Net Amount of Interest on Securities  
Carried to Part I of the Return

Date	Signature
------	-----------

- NOTES : 1. In the case of any security of the Central Government issued or declared to be income-tax free or any security of a State Government issued income-tax free, the income-tax whereon is payable by the State Government, enter the words "Tax free" in col. 6.
2. The expenses and interest at (a) and (b), respectively, should be shown separately in respect of interest on Government securities and interest on other securities; where separate figures are not available, an apportionment should be made.

## ANNEXURE 'C'

## Income from House Property

Name of Assessee \_\_\_\_\_

Assessment Year : 19..... 19.....

Serial No.	Address of property (including Municipal or other number)	Person in whose name the property stands in the Municipal or other records	If you are a part owner of the property state the extent of your share and the names of the other part owners and their shares	State whether the property is wholly or partly occupied by the owner for his own residence, or partly used for the purposes of his business or profession, and where partly so used state the proportion of the remaining part to the whole of the property. (See Notes 1 and 2)	Annual Municipal valuation of the property (See Note 3)	Full annual rent payable by the tenant if the property is let, as increased by the amount, if any of the owners' burden for taxes levied by a local authority borne by the tenant	Tenant's liabilities relating to taxes levied by a local authority but borne by the owner and claimed as a deduction (See Note 4)	In case of property occupied by the owner for his own residence (i) half of the amount in Rs. 1,800, whichever is less	Sum admissible in respect of newly constructed buildings, vide second proviso to sec. 23(1) (See Note 5)	Net amount after deducting amounts shown in cols. 8, 9 and 10 from the amount shown in col. 6 or col. 7, as the case may be. (See Note 6)
1	2	3	4	5	6	7	8	9	10	11

NOTES: 1.(a) Where the whole of the property is used for the purposes of the business or profession, the property should not be listed in this Annexure.

(b) Where a part of the property is so used, the proportion of the remaining part (to the whole of the property) may be determined on the basis of the area used for the business or profession and the remaining area.

2. Where a portion of a property is occupied by the owner for his own residence, such portion should be listed as a separate item and the portion let out as a separate item.

3. Where a part of the property is used for the purpose of the business or profession, the amount to be shown in col. 6 will be a proportion of the annual municipal valuation of the whole of the property according to the proportion of the remaining part to the whole, shown in col. 5.
4. In the case of house property, the construction of which was completed on or after the 1st April, 1950, the claim is to be restricted to one half of the total amount of such taxes levied by the local authority.
5. In the case of a building (comprising one or more residential units) the erection of which is begun and completed after the 1st April, 1961, the annual value shall for a period of three years from the date of completion of the building be reduced by a sum equal to the aggregate of (i) in respect of any residential unit whose annual value does not exceed Rs. 600, the amount of such annual value and (ii) in respect of any residential unit whose annual value exceeds Rs. 600 an amount of Rs. 600; so however, that the income in respect of any residential unit is in no case a negative figure. Where a part of the property is used by the employees of the business for their residence, free of rent, this deduction will not be admissible in respect of the part so used.

Serial No. (Repeat from page 1)	Net amount after deducting amounts shown in cols. 8, 9 and 10 from the amount shown in col. 6 or col. 7, as the case may be (Repeat from page 1).	Allowance for repairs. (See Note 7)	Premium paid to insure the property against damage or destruction	Interest on mortgage or capital charge or any annual charge on the property or interest on capital borrowed for acquiring, constructing, repairing, renewing or reconstructing the property	Ground rent paid for the property	Land Revenue paid for the property	Collection charges paid (not to exceed 6% of the amount shown in col. 11)	Amount claimed on account of property remaining vacant. (Give details)	Unrealised rent. (Details to be given separately)	Total of cols. 12 to 19	Net income/loss (col. 11 minus col. 20)	Amount of net income of assessee (where assessee is the sole beneficial owner, repeat the figure in col. 21; where assessee is part owner, state the fraction, as per col. 4, of the figure in col. 21)
---------------------------------	---	-------------------------------------	---	---	-----------------------------------	------------------------------------	---	--	---	-------------------------	---	---

I	II	12	13	14	15	16	17	18	19	20	21	22
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

Aggregate Income/Loss carried to Part I of the Return

Date

Signature

NOTES—contd.

6. The higher of the figures given in columns 6 & 7 should be taken as the basis for determining the income from property.

7. The amount admissible on account of repairs is—(a) where the owner has undertaken to bear the cost of the repairs, a sum equal to one-sixth of the amount shown in col. 11, and (b) where the tenant has undertaken to bear the cost of repairs, the excess of the amount shown in col. 11 over the amount shown in col. 7, or a sum equal to one-sixth of the amount shown in col. 11, whichever is less.

## ANNEXURE 'D'

*Particulars of Profits and Gains of Business or Profession*

Name of Assessee..... Assessment year : 19.... -19.....

## SECTION I

(1) In the case of a firm, association of persons or body of individuals, this Annexure is to be completed in the return of the firm, association or body and *not* in the personal Returns of the partners or members.

(2) If the accounts are kept on the mercantile system of accounting, a copy of the manufacturing account or trading account, the profit and loss account and balance sheet must be attached. If the accounts are kept on any other system, description of the system should be given and a copy of any statement which corresponds to the profit and loss account and balance sheet in the mercantile accounting system must be attached.

If the accounts are audited, a statement of audited accounts should be attached. But if the accounts are not audited, a statement showing how the profit/loss has been computed from the books of account maintained for the business or profession should be attached.

	Speculation business	Other business or profession
1. Profit or loss as per profit and loss account (or statement corresponding to the profit and loss account) for the previous year ended	-19	-19
Profit (+) / Loss (—)	Rs.	Rs.
Add (Deduct, if the above figure is a loss)—		
2. Any taxable profit or gain not included in arriving at the above figure of profit.		
3. Reserve for bad debts		
4. Sums debited for creation of any reserve or for making any provision etc. which are not deductible in computing the profits under sections 28 to 44.		
5. Interest credited to reserve or other funds		
6. Expenditure of the nature of charity or presents :		
(a) Donations qualifying for rebate under Sec. 88	Rs.	
(b) Others.	Rs.	
7. Income-tax, penalty, etc.		
8. Cost of additions to, or alterations, extensions or improvements to any of the assets of the business or profession		
9. Other expenditure of the nature of capital expenditure		
10. Losses sustained in former years and debited in arriving at the figure of profit (or loss) shown above.		
11. Sums debited on account of depreciation of any of the assets of the business or profession, or development rebate in respect of any of the assets of the business.		
12. Sums debited on account of repairs and insurance of assets used only partly for the purposes of the business, or profession (Give details).		
13. Sums debited on account of expenditure on scientific research or sums paid to any scientific research association, university, college or other institution.		
14. Interest or any other sum which is not deductible under the provisions of section 40(a) (Give details).		
15. In the case of a firm, the amount of interest, salary and remuneration paid to partners not deductible under section 40(b). (Give details).		

	Speculation business Rs.	Other busi- ness or pro- fession Rs.
16. Expenditure on advertisement, maintenance of residential accommodation, including accommodation in the nature of a guest house, and on travelling by employees and others for the purpose of the business or profession which exceeds the amount admissible under section 37(3) read with Rules 6A, 6B, 6C & 6D of the Income-tax Rules, 1962 [See Section 2 of this Annexure].		
17. Any expenditure not incurred wholly and exclusively for the purpose of the business or profession (Give details).		
18. Any other expenditure which is not allowable under the provisions of sections 28 to 44 (Give details).		
19. Amount of profits chargeable under— (a) section 41(2) [Total of the amounts in col. 17 of Section 3 of this Annexure] (b) section 41(1) (3) and (4) (Give details)		
20. Total of items 1 to 19		
<i>Deduct (Add if the above total is a negative figure)—</i>		
21. Any profit or gain, capital sums or other items, such as interest on securities, income from house property, etc., credited in arriving at the above figure of profit which are not taxable under the head "Profits and gains of business or profession" or which have already been charged to tax in the hands of the assessee (Give details).		
22. Expenses on repairs and insurance of assets used only partly for the purposes of the business or profession claimed as reasonable deduction under section 38(2) (Give details)		
23. Allowance on account of depreciation [Aggregate of the amounts in columns 15 and 16 of Section 3 of this Annexure] and any unabsorbed depreciation brought forward from the earlier assessment years.		
24. Scientific Research Expenditure : (i) Any expenditure (not in the nature of capital expenditure) laid out or expended on scientific research related to the business (Give details) (ii) Any sum paid to any approved scientific research association having as its object the undertaking of scientific research or to an approved university, college or other institution to be used for scientific research (Give details) (iii) Any sum paid to an approved university, college or other institution to be used for research in social science or statistical research related to the class of business carried on (Give details) (iv) The appropriate part of expenditure of a capital nature on scientific research related to the business, admissible under section 35(2). (Give details)		
25. Amount of capital expenditure on the acquisition of patent rights or copyrights admissible under section 35A. (Give details)		
26. Any other allowable expenditure which has not been charged in arriving at the above figure or profit/loss (Give details)		
27. Any other sum (not being development rebate or development allowance), which is admissible as a deduction under sections 28 to 44, which has not been charged in arriving at the above figure of profit/loss or which has been added back under any of the items on page 1 of this section.		

	Speculation business	Other busi- ness or pro- fession
	Rs.	Rs.
28. Development rebate admissible [ <i>See</i> Section 4 of this Annexure]		
29. Development allowance admissible [ <i>See</i> Section 5 of this Annexure]		
30. Total of items 21 to 29.		
31. NET PROFIT (OR LOSS) CARRIED TO PART I OF THE RETURN [Item 20 <i>minus</i> item 30]		

Date

Signature

## SECTION 2

Name of assessee.....

Assessment Year : 19———19———.

*Statement of expenditure on advertisement, maintenance of residential accommodation including accommodation in the nature of a guest house and on travelling by employees and others for the purpose of the business, or profession, which exceeds the amount admissible under section 37(3) read with Rules 6A, 6B, 6C and 6D of the Income-Tax Rules, 1962.*

Amount debited in Profit and Loss Account.	Amount admissible under Rule 6B or the amount claimed to be reasonable for purposes of Rule 6B (2)	Amount of excess, if any (i.e. col. 1 minus col. 2)
1	2	3

I. *Expenditure on Advertisement :*

(a) Articles intended for presentation

(b) Advertisement outside India involving payment in foreign currency

(c) (i) Payment to a person who has a substantial interest in the business of the assessee or to a relative of such person (See Note 1)

(ii) Payment to a person who carries on business of, or profession as, a publicity or advertising agent, wherein the assessee or his relative has a substantial interest (See Note 2)

(d) Amount(s) exceeding Rs. 2,500/- paid otherwise than by crossed cheque drawn on a bank or by crossed bank draft.

X

X

TOTAL ITEM of I

**II. Expenditure on Residential Accommodation including Guest Houses :****a) Guest Houses**

Serial No.	Place at which located	Amount of expenditure on maintenance debited in Profit & Loss Account	Whether the expenditure in col. 3 qualifies for allowance under Rule 6C(1) [Answer 'Yes' or 'No'. if 'yes' state how]	Whether register required in Rule 6C(3) has been maintained (Answer 'Yes' or 'No'.)	Where answer in col. 4 or col. 5 is 'No' amount of expenditure on maintenance [Repeat from col. 3] ■
1	2	3	4	5	6
TOTAL OF ITEM II (a)					

- NOTES:** 1. Where the recipient of the payment is a company, firm, association of persons, or Hindu undivided family, it will be considered as having a substantial interest in the business of the assessee not only where the company, firm, association or family, as such, has such an interest, but also where a director of the company, a partner of the firm or a member of the association or family, or any relative of such director, partner or member, as the case may be, has a substantial interest in the business of the assessee.
2. Where the assessee is a firm, association of persons or Hindu undivided family, it will be considered as having a substantial interest in the business of the recipient of the payment not only where the assessee firm, association or family, as such, has such an interest but also where a partner of the firm or a member of the association or family, or any relative of such partner or member, as the case may be, has a substantial interest in the business of the recipient.

(b) Other residential accommodation which results directly or indirectly in the provision of any benefit, amenity or perquisite to an employee of the assessee, whose income chargeable under the head "Salaries" exceeded Rs. 7,500:

Serial No.	Name of employee	Salary including D.A. if the terms of employment so provide but excluding all other allowances	Amount of expenditure on maintenance of accommodation debited in Profit & Loss Account (as reduced by the amount if any, recovered from the employee)	20% of the amount of salary in col. 3	Amount of excess, if any. (i.e. col. 4 minus col. 5)
I	2	3	4	5	6

TOTAL OF ITEM II(B)

III. Expenditure in connection with Travelling by an Employee or any other Person:

(a) Travelling outside India:

Serial No.	Name of employee or other person	No. of days spent outside India	No. of days (out of No. in col. 3) mainly devoted for the purposes of business or profession of the assessee	No. of days required for travel by a reasonably direct route in the mode of travel adopted	Amount of expenditure debited in Profit & Loss Account	Amount of expenditure admissible under Rule 6D(I)	Amount of excess, if any (col. 6 minus col. 7)
I	2	3	4	5	6	7	8

TOTAL OF ITEM III(a)

(b) Travelling inside India (outside Headquarters) :

Serial No.	Name of employee or other person	Salary including D.A., if the terms of employment so provide, but excluding all other allowances	Amount of expenditure (including hotel expenses or allowances paid) other than expenditure in respect of travel by rail, road, waterway or air, debited in Profit and Loss Account.	Amount admissible under Rule 6D(2)(b)	Amount of excess, if any (i.e. col. 4 minus col. 5)
------------	----------------------------------	--	---	---------------------------------------	---

1

2

3

4

5

6

TOTAL OF ITEM III(b)

TOTAL CARRIED TO SECTION I OF THIS ANNEXURE/TOTAL OF I, II (a), II(b), III(a) & III(b)

Rs.

Date.....

Signature

**SECTION 3**  
**Depreciation**

*Statement of particulars required to be furnished under Section 34(1) and of the amount of depreciation.*

Name of Assessee.....		Assessment Year : 19....19....					
Serial No.	Description of the asset building, ship, machinery or plant, furniture, including any such asset which has been sold, discarded, demolished or destroyed during the "previous year".  (See Note 1) ]	Written down value of the asset as at the beginning of the "previous year" ["Actual cost" in the case of ocean-going ship]	"Actual cost" in the case of assets acquired during the previous year ; and in the case of existing assets, capital expenditure incurred during the "previous year" & on additions, alterations, improvements and extensions thereto (See Note 2)	Date from which the new asset or the additions and extensions referred to in col. 4, were used for the purposes of the business or profession, and date on which the alterations and improvements referred to in col. 4 were effected.	In the case of an asset which has been sold, discarded, demolished or destroyed during the previous year, the amount of "moneys payable" in respect thereof and the scrap value, if any (See Note 3)	Amount on which depreciation is allowable (amount in col. 3 + amount in col. 4); in the case of an asset referred to in col. 6, the amount should be shown as 'NIL'.	Prescribed rate per cent (See Note 4)
1	2	3	4	5	6	7	8

Serial No. (Repeat from Page 1)	No. of days for which the asset was worked		Depreciation Claimed					Terminal allowance under sec. 32(1) (iii)	Terminal charge under section 41 (2) [Col. 6 minus cols. (3+4)]
	Double Shift	Triple Shift	Initial [See Note 5]	Normal	Extra Double shift	Double shift	Allowance Triple shift	Total (col. 11-14)	[Col. (3+4) minus col. 6] [See Note 6]
1	9	10	11	12	13	14	15	16	17
TOTALS CARRIED TO SECTION I OF THIS ANNEXURE									

Date.....

Signature

- NOTES:** 1. Where an asset has been sold, discarded, demolished or destroyed during the 'previous year', it should be listed as a separate item in col. 2.  
 2. In the case of a motor car acquired for the purpose of the business or profession after the 28th February, 1966 for an amount in excess of Rs. 25,000 the 'actual cost' to be shown in col. 4 is Rs. 25,000.  
 3. "Moneys payable" in col. 6 includes the sale price or any insurance, salvage or compensation moneys; where the asset which is sold, discarded, demolished or destroyed is a motor car acquired after 28-2-66, the 'actual cost' whereof is limited to Rs. 25,000, the 'moneys payable' to be shown in col. 6 will be computed by multiplying the actual amount of sale price, insurance, salvage or compensation moneys and the amount scrap value, if any, by the fraction :—

$$\frac{25,000}{\text{the actual cost of the motor car to the assessee as computed without limiting it to Rs. 25,000.}}$$

4. Where the actual cost of any machinery or plant does not exceed Rs. 750, the rate of depreciation in respect of such machinery or plant to be shown in col. 8 will be 100 per cent. (This provision applies for the assessment year 1966-67 and later assessment years.)  
 5. Initial depreciation is admissible in respect of only the buildings of the type referred to in section 32(1)(iv).  
 6. The amount to be entered in this column should be limited to the amount of depreciation actually allowed to the assessee in respect of the asset for all past years.

Date

Signature]

## SECTION 4

*Development Rebate*

*Statement of particulars required to be furnished for the purpose of sections 33 and 34 and of the amount of Development Rebate*

Name of Assessee.....

Assessment year : 19....19....

Serial No.	Description of asset—i.e. ship, machinery or plant	Actual cost of the asset in col. 2	Date of acquisition of ship or date of installation of machinery or plant	In the case of a second-hand ship the number of years which had expired between the date on which the ship was built and the date of its acquisition by the assessee	Rate of development rebate per cent.	Amount of development rebate	Amount of development rebate reserve created by debit to the Profit and Loss Account of the previous year [Sec. 34 (3) (a) ]	Remarks
1	2	3	4	5	6	7	8	9

TOTAL CARRIED TO SECTION I OF THIS ANNEXURE

Date.....

Signature

# SECTION 5

## Development Allowance

Statement of particulars prescribed for purposes of section 33A and of the amount of Development Allowance

[To be filled in only by a person carrying on a business of growing and manufacturing tea in India]

Name of Assessee.....

Assessment Year : 19.....-19....

Particulars relating to planting of tea bushes, after 31-3-1965 on land not planted at any time or which had been abandoned previously.

Serial No.	Name of tea estate	Whether situated in an area declared by the Board to be a "hilly area" if so, specify the area	"Previous year" in which the land was prepared	Extent of land referred to in col. 4 (in hectares)	"Cost of planting" [See Note 1]	Amount, if any of the cost in col. 6, which has been met directly or indirectly by any other person or authority	"Actual cost of planting" (Col. 6 minus col. 7) limited to an amount calculated at Rs. 12,500/Rs. 10,000 per hectare of the extent of land in col. 5 [See Note 2]	Development Allowance (50% of the amount in col. 8)	Amount allowable as a deduction in respect of the second previous year from the previous year referred to in col. 4 [See Note 3]	Amount allowable as a deduction in respect of the 4th previous year from the previous year referred to in col. 4 [col. 9 minus col. 10] [See Note 3]
1	2	3	4	5	6	7	8	9	10	11

Serial No.	Particulars relating to planting of tea bushes, after 31-3-1965 and before 31-3-1970 in replacement of tea bushes that have died or have become permanently useless on any land already planted								Total amount of development allowance claimed (col. 9 <i>plus</i> col. 17 or col. 11 <i>plus</i> col. 19, as the case may be)	Amount of development allowance reserve created [See. 33A(3) (ii)]
	"Previous year" in which the land was prepared	Extent of land referred to in col. 12 (in hectares)	"Cost of planting" [See Note 1]	Amount if any, of the cost in col. 14 which has been met directly or indirectly by any other person or authority	"Actual cost of planting" (col. 14 <i>minus</i> col. 15) or an amount limited to Rs. 12,500/ Rs. 10,000 per hectare of the extent of land in col. 13 [See Note 2]	Development Allowance (30% of the amount in col. 16)	Amount allowable as a deduction in respect of the second year from the previous year referred to in col. 12 [See Note 3]	Amount allowable as a deduction in respect of the 4th previous year from the previous year referred to in col. 12 (col. 17 <i>minus</i> col. 18) [See Note 3]		
1	12	13	14	15	16	17	18	19	20	21

TOTAL CARRIED TO SECTION I OF THIS ANNEXURE

Date .....

Signature

NOTES : 1. The "Cost of planting" to be shown in columns 6 and 14 is the aggregate of the following amounts, namely :—

- (a) cost of preparing the land ; (b) cost of seeds, cuttings and nurseries ; (c) cost of planting and replanting ; and (d) cost of up-keep of the tea bushes during the four successive 'previous years' commencing with the "Previous year" shown in col. 4 or col. 12, as the case may be.
2. The calculation should be made at the rate of Rs. 12,500 per hectare of the extent of land shown, in col. 5 or col. 13, as the case may be where the land is situated in a "hilly area", and at the rate of Rs. 10,000 per hectare of the extent of land shown in col. 5 or col. 13, where the land is situated in any other area.
3. Where the claim for development allowance relates to the second previous year from the previous year shown in col. 4 or col. 12, as the case may be, no entry should be made in columns 10 and 11 or 18 and 19; where the claim relates to the 4th previous year from the previous year shown in col. 4 or col. 12, entries should be made in these columns as well and for the sake of convenience, the entries relating to such claim should be listed under a separate serial number from the entries relating to the claim in respect of the second previous year.

## ANNEXURE 'E'

## SECTION I

*Particulars of Capital Gains*

Name of Assessee \_\_\_\_\_

Assessment Year: 19— 19 —

Sl. No.	Description of asset	Date on which the asset became the property of the assessee	Date of transfer	Period for which the asset was held by the assessee immediately preceding the date of its transfer [See Sec. 2(42A)]	Name and address of the transferee	Whether the transferee is connected, directly or indirectly, with the assessee and, if so, how connected	Full value of the consideration for which the transfer was made
1	2	3	4	5	6	7	

Sl. No. (Repeat from above)	Fair market value of the asset as on the date of transfer [See Sec. 2(22A)]	Cost of acquisition, or in cases covered by sec. 49, 50 or 51, the value which is deemed to be the cost of acquisition [Amount in col. 13 of section 2 of this Annexure]	Cost of any improvements to the capital asset	Expenditure incurred wholly and exclusively in connection with the transfer (Give details)	Total of cols. 10 to 12	Capital gain/loss relating to— [Loss to be shown in red ink] [See Notes 1 & 2]			
						Short-term capital assets (i.e. where the period in col. 5 is 12 months or less)	Other than short-term capital assets (i.e. where the period in col. 5 is more than 12 months)	Lands or buildings or any rights therein	Others
I	9	10	11	12	13	14	15	16	
NET CAPITAL GAINS CARRIED TO PART I OF THE RETURN									

Date

Signature

NOTES: 1. (a) Where the whole of the capital gain in respect of a building or land appurtenant thereto is claimed to be exempt under section 53 or section 54, an entry should be made to that effect in the relevant col. 14, 15 or 16.

(b) Where only a portion of the capital gain in respect of a building or land appurtenant thereto is claimed to be exempt under section 54, the portion which is not so exempt should be shown in the relevant col. 14, 15 or 16 and a note made to the effect that the difference is claimed to be exempt under sec. 54.

2. In all other cases, the amount of capital gain/loss should be determined by deducting the amount in col. 13 from the amount in col. 8 and the result entered in the relevant col. 14, 15 or 16.

## SECTION 2

Statement showing the cost of acquisition or the value which is deemed to be the cost of acquisition of a capital asset in certain cases [Sections 49, 50 & 51]

Name of assessee \_\_\_\_\_

Assessment Year: 19— 19—

Sl. No.	Description of asset	Date on which the asset became the property of the assessee	Mode of acquisition (i.e. whether by purchase, construction at own expense, inheritance, succession, gift, family partition etc.) [See section 49]	Where the asset became the property of the assessee by purchase or construction at own expense	
				Cost of acquisition of the asset to the assessee on the date mentioned in col. 3  Rs.	Where the date mentioned in col. 3 is earlier than 1-1-1954, the fair market value of the asset as on 1-1-1954  Rs.
1	2	3	4	5	6

Sl. No. Re- peat from above)	Where the asset became the property of the assessee otherwise than in the manner referred to in cols. 5 & 6			Where the asset is one in respect of which depreciation has been obtained (See section 50)		Advance or other moneys received and retained by the assessee in respect of the asset on any previous occasion [See Section 51]	Cost of acquisition, or the value deemed to be the cost of acquisition carried to col. 10 of Section 1 of this Annexure [Amount obtained by subtracting the figure in col. 12 from the figure in col. 5 or col. 6, whichever is higher, col. 8 or col. 9, whichever is higher, col. 10 or col. 11 whichever is higher, as the case may be]
	Date on which the asset became the property of the last previous owner who acquired it otherwise than in the manner specified in Sec. 49	Cost of acquisition of the asset to such last previous owner	If the date in col. 7 is earlier than 1-1-1954, the fair market value of the asset as on 1-1-1954	Written down value as "adjusted" [See Note below]	Where the fair market value of the asset as on 1-1-1954 is to be taken into account, the fair market value of the asset as on 1-1-1954 reduced by the amount of depreciation allowed after that date and as "adjusted" [See Note below]		
1	7	8	9	10	11	12	13

Date \_\_\_\_\_

Signature: \_\_\_\_\_

NOTE : 'Adjusted', in relation to written-down value or fair market value, means reduced by any terminal allowance deducted under section 32 (1)(iii) or increased by terminal charge added under section 41(2).

## ANNEXURE 'F'

## Dividends

Name of Assessee..... [See sections 56--59]      Assessment year : 19--19--

Sl. No.	Particulars of shares held	Face value of the holding	Gross amount of dividend [See Note 1]	Amount of tax deducted at source	Net amount of dividend [See Note 2]	Remarks [See Note 2]
1	2	3	4	5	6	7
		Rs.	Rs.	Rs.	Rs.	

TOTAL

Gross amount of dividend from column (4) . . . . .

Deduct (a) Amount of commission or remuneration paid to a banker or other person for realising the dividend . . . . .

(b) Amount of any other expenditure (other than capital expenditure) incurred wholly and exclusively for earning the dividend . . . . .

Rs.	
Rs.	

Net amount of dividend Income carried to Part I of the return .

Date

Signature

NOTES : 1. Any sum deemed to be a 'dividend' under section 2(22)(a), (b), (c), (d), or (e) should also be shown in this column.

2. (a) Where any dividend is eligible for rebate or deduction of tax under section 82 (dividend from a co-operative society), section 85 (dividend from new industrial undertaking or hotel), or section 235 (dividend attributable to agricultural income of the company paying the dividend), please indicate by entering the appropriate section in the Remarks column 7.

(b) For the purpose of claiming rebate or deduction of tax in Part III of the Return, the net amount of dividends falling in each of the categories mentioned in items 5, 8 or 11 of that Part should be arrived at by deducting the appropriate amount of collection charges and other expenses from the gross amount of dividend under each category. Where separate figures are not available, an apportionment should be given.

## ANNEXURE 'G'

## SECTION I

## Computation of Total Income

Name of Assessee \_\_\_\_\_

Assessment Year: 19—19—

Sl. No.	Head of income	Income(+) / Loss (—) of the year as shown in Part I of the Return [See Note 1]	Income/loss of the year after 'adjustment' [See Note 2]	Brought forward/loss of earlier year(s) after adjusting the loss eligible for set off [See Note 3]	Resultant net income after adjusting the loss in col. 5 against income in col. 4
1	2	3	4	5	6
		Rs.	Rs.	Rs.	Rs.
1.	Salaries . . . . .			X	
2.	Interest on securities . . . . .			X	
3.	Income from house property . . . . .			X	
4.	Profits and gains of business or profession—				
	(a) Speculation business (enter only if the net result is a positive income [See Note 1(a)])				
	(b) Business, other than speculation business, or any profession [See Note 1(b)]				
5.	Income from other sources . . . . .			X	
	<b>TOTAL . . . . .</b>				
6.	Capital Gains:				
	(a) relating to short-term capital assets				
	(b) relating to assets other than short-term capital assets (enter only if positive figure)				
	(i) lands and buildings or any rights therein				
	(ii) other assets				
	<b>GRAND TOTAL [See Note 4]</b>				
<b>Less:</b>					
(1)	Amount to be deducted in respect of life insurance premiums, contribution to Provident Fund etc. (Sec. 80A)— <i>vide</i> Section 2 of this Annexure . . . . .			Rs. _____	
(2)	Amount to be deducted in respect of medical treatment etc., of handicapped dependents (Section 80B)— <i>vide</i> Section 3 of this Annexure . . . . .			Rs. _____	
(3)	Amount to be deducted in respect of payment for securing retirement annuities (Section 80C) <i>vide</i> Section 4 of this Annexure . . . . .			Rs. _____	
(4)	Amount of Annuity Deposit to be deducted under section 280-O <i>vide</i> Section 5 of this Annexure . . . . .			Rs. _____	
(5)	Other deductions, if any (Give details) . . . . .				
<b>TOTAL INCOME (AS ROUNDED OFF UNDER SECTION 288A) CARRIED TO PART I OF THE RETURN . . . . .</b>					

Date

Signature

- NOTES : 1. (a) In arriving at the figure to be shown in column 3 against S.No. 4(a), the total of the figures of income shown against S.No. 4(a)(i), 4(b)(i) and 4(c)(i) of Part I of the Return should be taken; and it should be shown against S.No. 4(a) *only* if it is a positive income. If the figure against S.No. 4(c)(i) of Part I of the Return is a loss, it should be ignored in arriving at this total.
- (b) In arriving at the figure to be shown in col. 3 against S. No. 4(b), the total of the figures of income shown against S.No. 4(a)(ii), 4(b)(ii) and 4(c)(ii) in Part I of the Return should be taken. If the figure against S.No. 4(c)(ii) in Part I of the Return is a loss, it should be ignored in arriving at this total.
- (c) Where there is Indian income as well as foreign income under any head of income, the aggregate thereof should be shown in col. 3 against the appropriate head.
2. (a) If there is a loss in col. 3 against any one or more of S. Nos. 2, 3 and 5, the losses and income against these items and income against S. No. 1, may first be adjusted against one another and the net result determined. If the net result is a negative figure, and there is income in col. 3 against S. No. 4(a) or 4(b), or both, the negative figure may be adjusted, as may be found advantageous by the assessee, against either of the said items, or partly against the one and, as to the balance against the other.
- (b) Any loss against S. No. 6(a) in col. 3 should be adjusted against income shown against S.No.6(b) in the same column, and the resultant income entered against S. No. 6(b) in col. 4.
3. (a) The amount of loss under the head "Profits and gains of business or profession" brought forward from earlier years should be entered in col. 5 against S. No. 4(a) or 4 (b) as the case may be, *only* to the extent of the income, if any, against the respective items in col. 4.
- (b) The amount of loss under the head "Capital gains" brought forward from earlier years should be entered in col. 5 against S.No. 6(a) or 6(b) as the case may be only to the extent of the income, if any, against the respective items in col. 4.
4. Where the figure in col. 4 in the line showing the 'Total' of S.Nos. 1 to 5 is a loss, and the assessee does not desire to have such loss set off against the income shown against S. No. 6 in the said column, such loss should not be taken into account in arriving at the 'Grand Total' in col. 4.



- (1) Total of amounts shown in columns 5, 6, 8, 10 and 12 . . . . . Rs. \_\_\_\_\_
- (2) Qualifying amount, with reference to which deduction under section 80 A is admissible *i.e.* the amount in (1) above, limited to 25% of the Grand Total in col. 6 of Section 1 of this Annexure or Rs. 12,500\* in the case of Individual or Rs. 25,000 in the case of H.U.F., whichever is less. Rs. ....
- (3) Amount to be deducted in computing total income : 60% of the first Rs. 5,000 of the qualifying amount in (2) above . . . . . Rs. ....  
 50% of the balance . . . . . Rs. ....
- 
- TOTAL CARRIED TO SECTION 1 OF THIS ANNEXURE Rs. ....

Date \_\_\_\_\_

Signature \_\_\_\_\_

\*A higher limit obtains in the case of an individual, being an author, playwright, artist, musician or actor, who has during the previous year paid any premium on life insurance policies effected before 1-3-1964—*vide* Rule 11A of the Income-tax Rules, 1962.

## SECTION 3

*Statement of expenditure incurred in respect of medical treatment etc. of handicapped dependants, and of the amount to be deducted in computing total income (Section 80B).*

[To be filled in only where the assessee is an individual or a Hindu undivided family and is resident in India]

1. Name of handicapped dependant (where he is dependant only on the assessee for his support and maintenance) \_\_\_\_\_
2. State how related to the individual assessee, and, where the assessee is a H.U.F., state whether the handicapped dependant is a member of the family. \_\_\_\_\_
3. Nature of the physical or mental disability [Certificate from Dr. \_\_\_\_\_ (name), who is a registered medical practitioner attached.] \_\_\_\_\_
4. Whether admitted in a hospital, nursing home, medical institution or any other institution notified by the Central Govt., for a period of 182 days or more during the 'previous year' and fees and charges were paid by the assessee for his medical treatment to such hospital. [Answer 'Yes' or 'No'] If the answer is 'Yes', state the name of hospital, nursing home, etc. \_\_\_\_\_
5. Where the handicapped dependant had any income (chargeable to tax or otherwise) during the 'previous year', the amount of such income. Rs. \_\_\_\_\_
6. Amount admissible as a deduction in computing the total income Rs. 2,400 if the answer against item 4 is 'Yes', or Rs. 600 if the answer against item 4 is 'No', as reduced, in either case, by the amount, if any, against item 5, carried to Section 1 of this Annexure. Rs. \_\_\_\_\_

Date

Signature

## SECTION 4

*Statement of payment made for securing retirement annuity and of the amount admissible as deduction in computing total income (Section 80C).*

[To be filled in only where the assessee is an Indian citizen resident in India, and is a partner in a registered firm of chartered accountants, solicitors, lawyers or architects or any other profession notified by the Central Govt. in this behalf.]

1. Number of annuity contract issued by the Life Insurance Corporation/Name of fund to which payment is made.
2. No. and date of the order of the Commissioner of Income-tax under which the annuity contract/Fund has been approved.
3. Amount of premium or other payment made Rs. \_\_\_\_\_
4. (a) Does the amount of the 'Total' in col. 6 in Section A of this Annexure include unearned income of more than Rs. 10,000? [Answer 'Yes' or 'No'] \_\_\_\_\_  
 (b) Is the assessee entitled to any pension or is he participating in any pension or superannuation Scheme? [Answer 'Yes' or 'No'] \_\_\_\_\_  
 [If the answer to either (a) or (b) is 'Yes' no deduction is admissible under section 80C and the following items should not be filled in.]  
 If the answers to both (a) and (b) are 'No', please fill in the following items.
5. Amount of income under the head 'Profits and Gains of Business or Profession' [Aggregate of the amounts in col. 6 against S.Nos. 4(a) and 4(b) in Section 1 of this Annexure]. Rs. \_\_\_\_\_
6. 1/10th of the amount of 'Grand Total' in col. 6 in Section 1 of this Annexure Rs. \_\_\_\_\_
7. Amount admissible as a deduction in computing total income, carried to Section 1 of this Annexure [Amount in item 3 or item 5 or item 6 or Rs. 5,000, whichever is the least]. Rs. \_\_\_\_\_

(i) I have not claimed any deduction under section 80A of the Income-tax Act, 1961 with reference to the amount of the premium shown in item 3 hereinabove or in respect of any other premium or consideration for an annuity under the same contract; and

(ii) I have/have not assigned or created a charge upon any annuity or other sum receivable by me under the contract/Fund mentioned in item 1 hereinabove, for any consideration received by me.

Signature

[Not to be filled in by a non-Indian citizen, registered firm, co-operative society, local authority or any person who is not resident in India].

NOTE : The 'adjusted total income' should be arrived at by taking the total income shown in Section 1 of this Annexure before deducting the annuity deposit under Section 280-O, and then reducing it by the following amounts, if any, included therein :

- (a) If you are an employee participating in a recognised Provident Fund, the amount transferred to the credit of your account in such fund on the date it was granted recognition.
- (b) Any salary received in arrears or in advance or for a period exceeding 12 months; any compensation received by you from your employer on the termination of your employment or the modification of the terms and conditions thereof; if you are an employee participating in an unrecognised provident fund or unapproved super-annuation fund, any payment received by you from the fund in excess of your own contributions thereto and interest on such contributions.
- (c) If you are a partner in an unregistered firm or member of an association of persons or body of individuals, which is itself liable to make an annuity deposit for this assessment year, the amount of your share in the profits and gains of such firm, association or body.
- (d) Any compensation or other payment at or in connection with the termination or modification of the terms and conditions of a managing agency, selling agency, etc. [Section 28(ii)].
- (e) Amount of capital gains.
- (f) Amount of annuity or commuted value of annuity [Section 28oD].

## ANNEXURE 'J'

*Return of particulars to be furnished under section 133 of the Income-tax Act, 1961*

[See paragraph 3 of Notice under sec. 139 (2)]

Name of assessee \_\_\_\_\_ Assessment Year : 19-19—

## SECTION 1

*Statement of names and addresses of persons for whom the assessee*

Serial No.	Name of person for whom the assessee is trustee, guardian or agent	Address of the person in col. 2	State whether the assessee is trustee, guardian or agent of the person in col. 2
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1	2	3	4
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Date

Signature

## SECTION 2

*Statement of the names and addresses of all persons to whom assessee had paid in the previous year(s) rent, interest, commission, royalty or brokerage or any annuity (not being an annuity taxable under the Head "Salaries") amounting to more than four hundred rupees and particulars of all such payments.*

Sl. No.	Name and address of the person to whom the payment was made	Nature of payment	Amount paid	Date of payment	In the case of a payment to a non-resident, whether tax has been deducted at source and paid to the credit of the Central Government
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1	2	3	4	5	6
---	---	---	---	---	---

Date

Signature

## SECTION 3

[To be filled in where the assessee is a dealer, broker or agent or concerned in the management of a stock or commodity exchange]

Statement of the names and addresses of all persons to whom the assessee or the Exchange has paid in the previous year (s).—

- (1) any sum or aggregate sums in excess of two thousand rupees where the payment represents "differences" paid in settlement of contracts without actual delivery of stocks or commodities; and
- (2) any sum or aggregate sums in excess of ten thousand rupees where the payment represents sale price in connection with the transfer whether by way of sale, exchange or otherwise of assets or on whose behalf or from whom the assessee or the exchange has received any such sum and particulars of all such payments and receipts.

(The question whether any payments or receipts relate to "capital assets" is a matter to be decided by the Income-tax Officer. The person required to make the statement should treat all payments and receipts as pertaining to capital assets).

Sl. No.	Name and address of the person to whom the payment was made or on whose behalf or from whom the payment was received	Particulars of the action in connection which the payment made or received	trans- with was	Amount paid or received	Date of payment or receipt
1	2	3	4	5	

## I. PAYMENTS

## II. RECEIPTS

Date			Signature	
SECTION 4				
Statement of gift made by the assessee during the previous year(s)				
Serial No.	Name and address of donee	Date of gift	Particulars of property gifted	Amount of money gifted or value of property (other than money) gifted
1	2	3	4	5

TOTAL

Date

Signature

[For assesses having total income upto Rs. 15,000 other than Companies, Co-operative Societies and local authorities]

FORM No. 3  
[See proviso to rule 12(1)(b)]

*Return of Income*

G.I.R. No. ....  
(To be filled in by  
Income-tax Office)

Assessment year 19— 19—  
Previous year(s) ending 19

INDIVIDUAL

Married : Yes ☐ No ☐ (Check ✓ one)  
No. of dependent children \_\_\_\_\_

Name, .....

Whether individual, H. U. F. etc. ....

HINDU UNDIVIDED FAMILY

Number of members (other than minors inely descended from another living member) entitled to claim partition, as at the end of the previous year \_\_\_\_\_  
Number of minor co-parceners supported by the family as at the end of the previous year \_\_\_\_\_

Address : Office \_\_\_\_\_  
Residence \_\_\_\_\_

State whether resident/resident  
but not ordinarily resident/  
Non-resident \_\_\_\_\_

PART I—Statement of Total Income

Head of Income	Amount of income (If none, write 'NONE')		Amount of tax deducted at source [See note 3]
	Indian income [See note 1] Rs.	Foreign income [See note 2] Rs.	
1	2	3	4
<b>1. Salaries [See Note 4]</b>			
Name and address of employer/Govt. Department	Gross salary (including all allowances and perquisites) as shown in certificate of employer		Rs.
	<i>Deduct</i>		
	Conveyance		Rs.
	Books		Rs.
	Other items		Rs.
<b>2. Interest on Securities [See Note 5]</b>			
	Gross interest		Rs.
<i>Deduct</i> —Collection Charges			Rs.
Interest on moneys borrowed for investment			Rs.
<b>3. Income from house Property [See Note 6]</b>			
Name of Street	Gross annual value		
number of property and complete address	(gross rent or municipal valuation, if higher)		Rs.
	<i>Less</i>		
	(a) Municipal taxes		Rs.
	(b) Amount exempt in respect of new residential property		Rs.

	1	2	3	4
(c) Amount to be deducted in respect of self-occupied property				
BALANCE	Rs.			
Deduct :				
(d) Repairs	Rs.			
(e) Collection charges	Rs.			
(f) Interest on borrowed Capital	Rs.			
(g) Other items	Rs.			

4. Profit and gains of Business or Profession  
[See Note 7]

5. Capital Gains [See Note 8]

(a) Gains relating to short term assets	Rs.
(b) Gains relating to other assets	Rs.

6. Income from other Sources [See Note 9]

Dividends: Gross amount	Rs.
Deduct Collection charges	Rs.
Interest on moneys borrowed for investment	Rs.

Net dividends	Rs.
Other items [See Note 9(b)]	Rs.

7. Aggregate of items 1 to 6

8. Deductions in computing total income (from Part IV)

9. TOTAL INCOME [See Note 10]

PART II—Statement of sums not included in Part I and which the assessee claims to be not taxable for any reason

Particulars	Amount Rs.	Reasons for its being claimed as not taxable
1.		
2.		
3.		
4.		
TOTAL OF PART II		

PART III—Statement of sums included in total income in respect of which Income-tax is not payable or which qualify for rebate or deduction of income-tax

1. Dividends from co-operative society [Section 82]	
2. Income from new industrial undertaking [Section 84]	
3. Dividends from new industrial undertakings or hotels [Section 85]	
4. Donations for charitable purposes etc. and for renovation or repair of temple etc. [Section 88]	
5. Other items, if any. (Give details) [See Note 11]	

## PART IV—Deductions in Computing Total Income

- A. (1) Sums paid towards life insurance premium or under a contract for deferred annuity [See Note 12] \_\_\_\_\_  
 (2) Sums deducted from salary for securing a deferred annuity (limited to 1/5th of salary) [See Note 12A] \_\_\_\_\_  
 (3) Contributions to provident funds and to approved superannuation fund [See Note 12B] \_\_\_\_\_  
 (4) Sums deposited by an individual in a 10 year or 15 year account under Post Office Savings Bank (Cumulative Time Deposit) Rules, 1959 \_\_\_\_\_

TOTAL [Limited to 25% of the aggregate of the Indian income and foreign income shown against item 7 in Part I] 60% of the above TOTAL \_\_\_\_\_

- B. Deduction for medical treatment of handicapped dependent (Certificate from Dr. \_\_\_\_\_ attached) [See Note 13] \_\_\_\_\_

- C. Deduction in respect of payment for securing retirement annuities [See Note 14] \_\_\_\_\_

- D. Other deductions, if any. (Give details) \_\_\_\_\_

TOTAL CARRIED TO PART I OF THE RETURN \_\_\_\_\_

PART V.—Statement of particulars required under Section 139 (6) [to be completed where the assessee is a Firm/Association of persons/Body of individuals/Partners in a Firm/Member of Association or Body/Minor admitted to benefits of Partnership]

Name and address of the firm/association of persons/body of individuals	Name of each partner/minor/member	State if any partner/minor is spouse/child of any other partner	Address of the partner/minor/member	Extent of share in the firm/association of persons/body
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IMPORTANT : Where assessee is a firm seeking continuance of registration granted for an earlier assessment year, a declaration should be attached in Form No. 12

## Verification

I, \_\_\_\_\_, son/daughter/wife of Shri \_\_\_\_\_

(Name in block letters)

(Name of father/husband)

solemnly declare that to the best of my knowledge and belief the information given in this Return/and the statements accompanying it is correct and complete, that the amount of total income and other particulars shown are truly stated and relate to all the previous years relevant to the assessment year commencing on the 1st day of April, 19.....

I further solemnly declare that no other income accrued or arose to or was received by\*...me @/the family/the firm/the association of persons/the body of individuals during the said previous years and that\*.....I@/the family/the firm/the association/the body of individuals, had, during the said previous years, no other source of income.

I further declare that in my capacity as\*\*.....of the family/firm/association of persons/body of individuals, I am competent to make this Return and verify it on behalf of the family/firm/association of persons/body of individuals.

I further declare that I am making this Return in my capacity as†.....of.....

Date.....

Signature.....

Place.....

[See Note 15]

**IMPORTANT:** Before signing the verification the signatory should satisfy himself that the return is correct and complete in all respects.

[Any person making a false statement in this Return will be liable to prosecution under section 277 of the Income-tax Act, 1961 and on conviction would be punishable with rigorous imprisonment which will not ordinarily be for less than six months and may extend to two years.]

#### NOTES

\* The alternatives which are not required in the declaration should be scored out.

@In the case of an assessee who is an individual, if the declaration is signed by a person other than the individual himself or in a case where the return is signed by a legal representative, the word "me" or "I" should be scored out and the name of the assessee should be written.

\*\*The declaration shall be signed by the person empowered to sign and verify the return in accordance with section 140 of the Income-tax Act, 1961. The capacity in which the declaration is signed, should be indicated in the space provided, e.g., Karta of the Hindu undivided family.

†Where the return is furnished by the executor (s), trustee (s), receiver, manager, agent, etc. this should be stated in the space provided and the name of the testator, or intestate, the trust, or other person or property of which he is/they are executor (s), trustee (s), receiver, manager, agent etc. should also be stated.

#### NOTES FOR GUIDANCE IN FILLING THE FORM OF RETURN OF INCOME (ITS. 3)

1. 'Indian income' means income which accrued or arose or was received in India or is deemed to have accrued or arisen or been received in India in the previous year.

2. 'Foreign income' means income which accrued or arose outside India but is not deemed to have accrued or arisen and is not also received or deemed to have been received in India in the previous year. (This col. should not be filled in by a non-resident, or a person not ordinarily resident in India, unless, in the latter case, the income is derived from a business controlled in or a profession set up in India.)

3. The relevant tax deduction certificate(s) should be attached.

4. *Salaries*.—In computing the income under the head "Salaries", you may deduct the following amounts from the gross taxable salary as shown in the certificate furnished by your employer or disbursing officer:

[The certificate should be attached.]—

- (a) If you own and maintain a conveyance for the purpose of your employment and do not receive a conveyance allowance from your employer, that part of the total expenditure on the maintenance of the conveyance and the amount representing its wear and tear, which is attributable to the use of the conveyance for the purpose of the employment.
- (b) Amount spent on purchase of books necessary for the duties, upto Rs. 500.
- (c) Taxes on professions, trades, callings etc. levied under a State or Provincial Act.
- (d) Any amount actually expended under the conditions of service wholly, necessarily and exclusively in the performance of duties.

5. *Interest on securities*.—Besides interest on securities of the Central and State Governments, this head of income includes also interest and debentures or other securities for money of local authorities, statutory corporations and companies. The tax deducted at source from the interest should be added to the net amount of interest received and the gross amount of interest should be shown against this item. If there are several holdings of securities, a list may be attached. The tax deduction certificates should also be attached—vide Note 3. You may deduct the following amounts from the gross amount of interest:

- (a) Any commission or charges paid to a bank or any other person for realising the interest; and

- (b) Any interest payable on moneys borrowed for the purpose of investment in the securities.

If you have received any interest on National Savings Certificates (First Issue) or Bank Series, the amount should be shown separately from the interest on other securities.

6. *Income from House Property.*—Where you are part owner of a property, a separate sheet should be attached showing the computation of the net figure to be included in this head.

(a) Where the property is let out, a deduction for municipal taxes is admissible upto the full amount of such taxes in the case of property constructed before 1st April, 1950, and to the extent of one-half of such taxes in the case of any other property.

(b) In the case of residential property, construction of which was begun and completed after 1st April, 1961 the rent receivable (less one-half of the municipal tax pertaining thereto) limited to Rs. 600 per residential unit per year, is exempt from tax for the first three years, and should be claimed as a deduction in the space indicated.

(c) Where the property is occupied by the owner, for his own residence, one-half of the gross annual value, limited to Rs. 1,800, should be claimed as a deduction in the space indicated.

(d) The allowance for repairs is one-sixth of the balance of the gross annual value after the deductions at (a), (b) and (c), irrespective of the actual amount spent.

(e) The deduction on account of collection charges may be claimed for the amount actually spent, limited to 6 per cent of the balance of the gross annual value after the deductions at (a), (b) and (c).

(f) Any interest payable on moneys borrowed for acquiring, constructing, repairing, renewing or reconstructing the property may be claimed here.

(g) Here you may claim—

- (i) any land revenue or ground rent paid for the property;
- (ii) any premium paid for insuring the property against risk of damage or destruction;
- (iii) any interest on mortgage or capital charge or any annual charge on the property;
- (iv) any rent that has remained unrealised and has become irrecoverable; and
- (v) where the property was let and was vacant during any part of the year, the proportionate amount of the gross annual value after the deductions at (a), (b) and (c), according to the period it remained vacant.

If the net income from such property as is referred to in (c) above, after the deductions at (d), (e), (f) and (g) exceeds 1/11th of the Total income, exclusive of the net income from such property, the amount of the excess should be deducted from the net income under this head, and the balance amount shown in col. 2 against this head of income.

Where there are several house properties, please attach a separate sheet giving the details of the gross annual value and deductions pertaining to each such property and enter the aggregate net income from all the properties in col. 2 against this head of income.

7. *Profits and gains of business or profession.*—In the case of a business or profession for which accounts are kept on the mercantile system of accountancy, a copy of the manufacturing or trading account, profit and loss account and balance sheet or trial balance must be attached. If the accounts are kept on any other system, please explain the system and attach a copy of any statement which corresponds to the profit and loss account and balance sheet on the mercantile accounting system.

To the net profit as per profit and loss account or corresponding statement, please add back capital expenditure and personal expenses (including income-tax paid), if any, debited therein, and also expenditure not incurred wholly and exclusively for the purpose of the business or profession.

If you claim any allowance in respect of depreciation of buildings, machinery or plant or furniture used for the purpose of the business or profession, please furnish, on a separate sheet, the particulars of the assets, date (or month and year) of acquisition or construction of each assets. the cost of acquisition or construction and in the case of buildings, how exactly they are used (i.e. as office, godown, factory, residence of employees etc.).

If you claim any allowance in respect of development rebate on machinery or plant installed for the purpose of the business, please furnish, on a separate sheet, the particulars of the machinery or plant, date (or month and year) of installation and the cost of acquisition.

The amount of depreciation allowance claimed (to the extent it exceeds the amount, if any, debited in arriving at the profit in the profit and loss account) and the amount of development rebate claimed should be deducted from the adjusted figure of profit, and the resultant figure shown in col. 2 against this head of income.

If there is any income from speculation business, the details thereof should be furnished on a separate sheet, and the net amount added to income from any other business or businesses and the aggregate amount shown against this head of income in col. 2.

Where the assessee is a partner in a firm, or member of an association of persons or body of individuals, his share in the income of the firm, association or body should be added to his other business income, if any, and the aggregate amount shown in col. 2 against this head of income. Where the firm has any income other than from business or profession, the partner's share in such items of income should be shown against the appropriate heads.

**8. Capital gains.**—(a) Short-term capital asset means a capital asset held by the assessee for a period not exceeding 12 months preceding the date of transfer. Where the capital asset became the property of the assessee through gift or inheritance, partition of H.U.F. etc., the period for which the asset was held by the previous owner is to be included in reckoning the 12 months period.

(b) The amount of capital gain on the transfer of a capital asset is the sum by which the amount of the consideration for the transfer exceeds the cost of acquisition of the asset as increased by the cost of any improvements thereto and also by the expenditure incurred by the assessee wholly or exclusively in connection with the transfer. Where the capital asset was acquired by the assessee before 1st January, 1954, he may, if he so desires, have the fair market value of the asset as on 1st January, 1954 treated as his cost of acquisition.

Where the capital asset became the property of the assessee through gift or inheritance, partition of H.U.F. etc., the cost of acquisition of the asset to the assessee is the cost of acquisition to the last previous owner who acquired it otherwise than through gift, inheritance etc. If such last previous owner had acquired it before 1st January, 1954, the fair market value of the asset as on that date may be taken as the cost of acquisition.

(c) (i) Where the capital gain arises from the transfer of one or more items of house property for an aggregate consideration of Rs. 25,000 or less, and the aggregate value of all items of house property belonging to the assessee immediately before the transfer did not exceed Rs. 50,000, the capital gain is exempt from tax and may be shown in Part II of the Return.

(ii) Concessional tax treatment is accorded in a case where the capital gain arises from the transfer of a house property in the following circumstances, namely:—

- (a) the house property was being used mainly for the residence of the assessee or his parent, during the two years immediately before the transfer; and
- (b) the assessee has purchased, within a period of one year before or after the date of transfer, a house property for his residence, or constructed such a property within two years after the date of the transfer.

In these circumstances, the capital gain on the transfer is chargeable to tax only to the extent, if any, that it exceeds the cost of the property acquired or constructed, as stated above. Only such excess, if any, of the capital gain need be shown in Part I of the Return. Whether or not there is such an excess, a separate sheet should be attached

*showing details of the property transferred and of the property acquired or constructed.*

(d) Gains arising from the transfer of 'Personal effects' are not 'capital' gains for the purpose of charge of income-tax.

9. *Income from other sources.*—(a) *Dividends.*—The tax deducted at source from the dividends should be added to the net amount of the dividends received, and the gross amount should be shown against this item. If there are holdings of shares in several companies, a list may be attached. The tax deduction certificates should also be attached—*vide* Note 3. You may deduct the following amounts from the gross amount of dividend:

- (i) Any commission or charges paid to a bank or any other person for realising the dividend; and
- (ii) any interest payable on moneys borrowed for investment in the shares.

Income received on units in the Unit Trust of India is exempt upto Rs. 1,000. If such income exceeds Rs. 1,000, the excess may be shown here along with dividends on shares of companies.

(b) Any income which is not shown against the heads of income at 1 to 5 of Part I, or against dividends, should be shown against 'Income from Other Sources—Other items'. The following are illustrative of the items of income to be shown here:

- (i) Interest on bank deposits, current and savings accounts.
- (ii) Ground rents.
- (iii) Fees from tuitions, received by an individual not engaged in a profession.

10. For arriving at the total income, please take the aggregate of the Indian income and the foreign income under all heads of income and deduct therefrom the amount arrived at in Part IV. If the balance is not an exact multiple of ten rupees, it should, then be rounded off to the nearest multiple of ten rupees. For this purpose, the figure in the units place should be reduced to zero, if it is 1, 2, 3 or 4, and it should be increased to ten, if it is 5, 6, 7, 8 or 9. The balance as so rounded off is the Total Income.

### PART III

11. The following amounts, if any, may be shown here:

- (a) Interest on tax-free securities of Central Government or any State Government (Section 86A).
- (b) Dividend attributable to the agricultural income of the company paying the dividend, in respect of which the company is liable to pay agricultural income-tax to a State Govt. (Sec. 235).
- (c) Where the assessee is a partner in a registered firm, the proportionate part of the tax, if any, payable by the firm.
- (d) Where the assessee is a partner in an unregistered firm or a member of an association of persons or body of individuals, and tax has been paid or is payable by such firm, association or body, the assessee's share in the income of such firm, association or body.
- (e) In the case of a non-Indian citizen, resident in India, the expenses incurred on full time education of his children abroad, limited to Rs. 2,000 per child and Rs. 4,000 in the aggregate (Sec. 87A)

### PART IV

12. Premium paid on the following kinds of policies may be entered against this item—

(1) Where the assessee is an individual—

- (a) a policy of insurance on the life of the assessee, or on the life of the assessee's wife/husband;
- (b) a contract for a deferred annuity on the life of the assessee or on the life of the assessee's wife/husband.

(2) Where the assessee is a Hindu undivided family—

a policy of insurance on the life of a male member of the family, or on the life of the member's wife.

In the case of a policy of life insurance, where the amount of premium paid in a year exceeds 1/10th of the capital sum assured under the policy (excluding any bonus addition), the amount to be shown against item A(1) should be limited to 1/10th of such capital sum.

12A. This item is relevant only when the assessee is a Government employee and any amount has been deducted from his salary, *under the terms of his employment*, for securing to him a deferred annuity or making provision for his wife and children.

12B. Assessee's contributions to the following funds may be entered against this item, namely:—

(i) a provident fund to which the Provident Funds Act, 1925 applies;

(ii) a provident fund recognised under the Income-tax Act [the amount to be shown under this head is limited to 1/5th of the salary];

(iii) a superannuation fund approved under the Income-tax Act.

13. *Deduction in respect of medical treatment etc. of handicapped dependent (Section 80B).*—This deduction is admissible only to an individual or Hindu undivided family resident in India.

The handicapped dependent should be a relative of the individual or should be a member of the Hindu undivided family.

Where the handicapped dependent was admitted in a hospital, nursing home or other institution for not less than 182 days during the relevant year, and fees and charges were paid to the hospital etc., the deduction to be claimed is Rs. 2,400. In all other cases, the amount to be claimed is Rs. 600. If the handicapped dependent has any income of his own, the amount of Rs. 2,400 or Rs. 600, as the case may be, should be reduced by the amount of such income and only the balance claimed as a deduction.

14. *Deduction in respect of payment for securing retirement annuities.*—This deduction is admissible only to a resident Indian citizen whose income includes a share in the profits and gains of a registered firm of chartered accountants, solicitors, lawyers or architects. The amount of premium paid by the assessee under an approved annuity contract issued by the Life Insurance Corporation of India, or to an approved fund, for securing to himself a life annuity in his old age, may be claimed as a deduction here. The amount admissible as deduction is limited to the assessee's income under the head "Profits and Gains of Business or Profession" and cannot exceed 1/10th of the aggregate income against item 7 of Part I. The deduction is not admissible in a case where the unearned income (i.e. income from house property, interest on securities, dividends and the like) exceeds Rs. 10,000 or if the assessee is participating in any pension or superannuation scheme. Where the premium on an annuity contract has been claimed under this head, no amount should be claimed in respect of premium on the same contract against item A(1) of Part IV.

15. *Return by whom to be signed.*—In the case of an individual this Return should be signed and verified by the individual himself. Where the individual is absent from India, he may if he desires authorise another person to sign and verify the return on his behalf. Where the individual is mentally incapacitated, this Return should be signed and verified by his guardian.

In the case of a Hindu undivided family, this Return should be signed and verified by the Karta. Where the Karta is absent from India or is mentally incapacitated, this Return should be signed and verified by any other adult member of the family.

In the case of a firm, this Return should be signed by any partner of the firm, and in the case of an association of persons, by any member of the association or the principal officer thereof."

[No. 17/F No. 3(10)66-IPL.]

V. RAMASWAMI IYER, Secy.

